Ivan Mata

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EDUCATION

Boston University   Boston, MA
Master of Science in Computer Science   *Sep. 2021 – May 2023*
- **Grades**: Dean's Honour Roll

Boston University   Boston, MA
Bachelor of Arts & Science in Computer Science and Linguistics   *Sep. 2017 – Jan. 2021*
- **Scholarships**: Dineen Memorial Scholarship, Charles Marion Crook Scholarship

EXPERIENCE

Administrative Assistant | *JavaScript, Google Apps Script, AppFolio*   Oct. 2023 – Present
Real Estate Management & Investment LLC   Boston, MA
- Input and update tenant information in physical and digital filing systems
- Create Google Scripts to automatize the creation of tenant and lease documents
- Assist in inspecting apartments and creating reports for any maintenance jobs
- Utilize Google Sheet equations to facilitate the updating of available, renewed, or sublet units

Teaching Assistant | *Git, Android Studio, XML, Java, Kotlin*   Sep. 2022 – Dec. 2022
Boston University   Boston, MA
- Reviewed and graded the code in submitted applications, as well as, provided students with feedback
- Regularly met with the professor to discuss student progress and address any concerns or questions they had about individual students' performance
- Aided in managing the course Piazza (learning management system) by posting updates and answering any questions posted by the students

Internal Sales Assistant | *Follow Up Boss, YouGotListings*   May 2019 – Aug. 2019
The Agency Texas   Cypress, TX
- Served as first point of contact for any customers inquiring into real estate sales comprising major markets including San Antonio, Austin, and Houston
- Administered metadata from contact, ensuring accuracy in contact information and real estate budget for every inquiry
- Increased customer efficiency by recommending alternative listing within customer parameters (location, interest rates, budget)
- Kept constant contact with inquirers at every step of the process

PROJECTS

Gender Bias in LLM | *Python, LLM, Transformers, Tokenizers, HONEST Metric*   Nov. 2022 – Dec. 2022
- Worked in a team to analyze 2 large language models, BERT [1] and BART [4], for gender biases
- Aided in constructing templates for the negative and positive sentences
- Added a "[MASK]" token to the end of each sentence, then saved the results of unmasking each one
- Github repo: *https : //github.com/imata18/gender − bias − in − LLM*

Meet4Sho | *Java, Git, XML, Firebase, Ticketmaster API, MovieGlu API, Yelp API*   Mar. 2022 – May 2022
- Collaborated to create an Android app that would help people search for events, movies, etc., to chat and meet up with people with similar interests
- Appointed designated scrum master for the team, scheduled days for the team to meet to make sure that the app was progressing at a speed that would meet the deadline
- Assisted in clearing any roadblocks that group members had (primarily frontend), communicated with companies that the team had obtained API keys from, and created weekly reports that stated everything that had been completed that week
- Github repo: *https : //github.com/imata18/Meet4Sho*

ATM/Bank Simulation | *Java, Swing, HTML, SQLite*   Nov. 2021 – Dec. 2021
- Collaborated with a team of three students to develop a banking system for both managers and customers
- Created GUI page's that allowed for easy navigation and reusability
- Integrated SQLite JDBC Drive to create databases to save user's login credentials, account statements, and balances
- Github repo: *https : //github.com/imata18/ATM_Banking*

SKILLS & ABILITIES

Programming Languages: Java, Python, C++, SQL, JavaScript, HTML, XML, Kotlin
Frameworks: React, Node.js, Ruby on Rails
Developer Tools: Git, Visual Studio Code, Eclipse, Android Studio, Google Apps Script, Unity, Praat
Concepts: Object-Oriented Programming, Data Structures and Algorithms, Mobile App Development, Agile Methodology, Computational Linguistics, Artificial Intelligence, Scrum
Libraries: pandas, NumPy, Matplotlib, OpenCV, MATLAB, TensorFlow, Transformers
Languages: Native fluency in English and Spanish