

# MICHAEL MASKE

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## SKILLS

- Programming Languages: HTML, CSS, JavaScript, NodeJs/Express, Git, React, Python/Django, Flask
- Efficient in Microsoft Products such as: Excel, Word, Powerpoint, and Nav.

## PROJECTS

**Foodle - Recipe App:** <https://foodlefrontend.herokuapp.com/>

- Created a MERN application that leverages an API to return recipes based on the ingredients in the user's query. Users can save recipes to their personalized page. Implemented React.js as the front-end and utilized express for the back-end.

**Moldy Potatoes - Movie Review App:** <https://moldypotatoes.herokuapp.com/>

- Built an app where users can post and customize their favorite movie reviews. Implemented React.js as the front-end and utilized Express for the back-end. Served as the Scrum Master for this group project, helping the team enhance and streamline the process to complete the app efficiently and on-time.

**Markdown Converter - A Markdown to HTML converter:** <https://github.com/mmaske94/Markdown-Converter>

- Developed a React app where users can convert Markdown language into HTML. Utilized HTML, CSS, and JavaScript.

**Notes Taking App:** <https://github.com/mmaske94/Markdown-Converter>

- Developed a Flask app where users can add and delete notes. Also, the app allows you to create a user, login and logout. Utilized Python.

## WORK EXPERIENCE

**ADVANTAGE MEDIA GROUP, Inc. Atlanta, Georgia** *Staff Accountant February 2021 – Present*

- Collaborated with department heads to accurately process 20+ expense reports and 100+ invoices each month.
- Lead month-end close tasks and revenue calculations to ensure accurate reconciliation and reporting within one week.
- Improved quarterly royalty process for over 800 members by leveraging advanced knowledge of Excel to automate key tasks, increasing efficiency by 30%.

**FRESHPOINT Inc. Atlanta, Georgia** *Staff Accountant December 2019 – February 2021*

- Configured intercompany journal entries valuing over \$1 million each week.
- Prepared monthly journal entries and reconciliations for over 20 accounts
- Reviewed expense reports for all Freshpoint offices in the Southern region to accurately track cash outlays.

**THE ELF ON THE SHELF d.b.a CCA & B, LLC Atlanta, Georgia** *Staff Accountant July 2017–December 2019*

- Spearheaded the accounts payable process for the entire company: entered invoices, reviewed check and wire payments, created credit memos, audited and processed credit card bills, tracked and recorded supplier invoices/deposits, as well as processed payment journals, which helped the company be up to date on their cash flow.
- Developed fixed assets valuing over \$1,000 for the company and recorded depreciations of assets monthly.

## EDUCATION

- **GENERAL ASSEMBLY** *Software Engineering Apprenticeship-September 2022*
- **UDEMY** *The Ultimate Beginners Guide to Python Recommender Systems-November 2022*
- **UNIVERSITY OF WEST GEORGIA** *Bachelor of Business Administration, Dean's List-May 2017*