

# MICHAEL MASKE

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## **WORK EXPERIENCE**

**GENERALASSEMBLY Atlanta, Georgia** *Software Engineering Apprenticeship March 2022 – Present*

- Completed a six-month immersive program to improve web development skills and technologies while balancing a full-time job.
- Developed front-end, interactive gaming application using HTML, CSS and JavaScript.
- Created a full-stack application using NodeJS/Express and Database.
- Collaborated with cohort to build a single-page application with React.

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

- Work cross-functionally 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.
- Collaborate with senior leadership to build executive reports and one-off requests.
- 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 of the southern region Freshpoint offices.

**THE ELF ON THE SHELF Atlanta, Georgia** *Staff Accountant July 2017 – December 2019*

- Spearheaded the accounts payable process for the 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.
- Created fixed assets valuing over \$1,000 for the company and recorded depreciations of assets monthly.

## **SKILLS**

- Programming Languages: HTML, CSS, JavaScript, NodeJs/Express, GitHub , Git, React, Python
- Advanced Knowledge of Microsoft Excel

## **EDUCATION**

**UNIVERSITY OF WEST GEORGIA Carrollton, Georgia** *Bachelor of Business Administration, Dean's List May 2017*