Mutsumi Hata
Software Engineer

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PROFESSIONAL EXPERIENCE:

Boston Children's Hospital, Boston, MA

Lab Administrator   2010-2013

- Allocated and managed budgets for a biomedical research lab with half a dozen grants totaling over $2.5M/year
- Edited and processed grant and print publication applications for an exacting and highly industrious Harvard professor
- Managed the budgetary and onboarding process for all personnel in a lab with 18+ revolving undergraduate/graduate students and postdoctoral/visiting research fellows.

MIT Media Lab, Cambridge, MA

Program Manager, Center for Future Banking   2008-2010

- Created budget forecasts, maintained detailed ledger of expenditure, assisted with the allocation of Center's $5M budget to appropriate research projects
- Maintained a thorough understanding of a large corpus of 300+ research studies to connect sponsor interests with appropriate research staff and projects to leverage corporate and academic strengths and resources
- Planned and executed 5-10/monthly sponsor events ranging from 10-50 sponsor executives to maximize sponsor interaction and interest in lab projects
- Hired and managed two administrative support staff to coordinate lab visits

MIT Media Lab, Cambridge, MA

Administrative Assistant   2007-2010

- Oversaw the finances of a research group with a $800K/yearl budget, including the assessment of financial health and ensuring that all lab expenditures aligned with grant guidelines
- Hired and managed 12+ speech transcribers for a multi-year audio-visual tracking project
- Managed and prioritized scheduling for a university professor

Alan Gray, Inc., Boston, MA

Consultant, Facultative Reinsurance at Lexington Insurance Company   2006-2007

- Supported the Reinsurance and Premium Collection team in analyzing and gathering appropriate claim and policy documentation including adjuster's reports, proof of losses, and policy certificates
- Calculated and collected monies owned from reinsurance companies based on policy share, and maintained detailed spreadsheets outlining collection efforts
- Analyzed collections data to ascertain and fix bottlenecks in collection efforts

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EDUCATION:

Parsity Bootcamp, online

HTML, CSS, Javascript

Smith College, Northampton, MA

Bachelor of Arts in Anthropology; Minor in International Relations