

SAMPSON BOATENG

AI Systems Specialist | Data Analyst | Finance Systems | Automation & Data

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PROFESSIONAL SUMMARY

Data and business systems professional with an M.S. in Applied Machine Intelligence and hands-on experience supporting financial, donor, and operational systems. Skilled in data reconciliation, access provisioning, system troubleshooting, process documentation, reporting, and workflow automation using SQL, Excel, Python, Zapier, Google Workspace Admin, and Microsoft 365 Admin. Combines an applied AI foundation with structured problem-solving and clear cross-functional communication to improve data reliability, reduce manual work, and support secure, scalable business operations.

CORE QUALIFICATIONS

Finance & business systems operations | User access, roles & provisioning | Data governance & controls | System documentation & troubleshooting | Workflow automation | Requirements translation | Cross-functional support | Testing, validation & continuous improvement

TECHNICAL SKILLS

Systems & Administration: Bloomerang CRM, internal accounting systems, Google Workspace Admin, Microsoft 365 Admin, user provisioning, access management

Automation & AI: Zapier, Python, AI-assisted documentation and data review, workflow prototyping

Data & Reporting: SQL, Excel, Power BI, Tableau, Pandas, NumPy, data imports/exports, reconciliation, variance analysis, forecasting

Technical Tools: GitHub, Jira, Dataiku, Microsoft Office Suite, Apache Spark, Hadoop, Hive, basic JavaScript and API concepts

PROFESSIONAL EXPERIENCE

Finance, Development & IT Administration Support Analyst

Village Health Works | New York, NY

June 2025 - Present

- Support day-to-day operations of financial, donor, and data systems; troubleshoot access, data, and workflow issues and coordinate resolution with finance, development, and IT stakeholders.
- Analyze and reconcile financial and donor data across systems, validate records, investigate discrepancies, and maintain reliable data for reporting and operational controls.
- Perform budget-to-actual variance analysis and prepare reconciled datasets, management reports, and forecasts for planning and executive decision-making.
- Maintain donor databases and apply consistent data-entry, normalization, documentation, and data-quality standards that strengthen governance and reporting confidence.
- Provision access and onboard users to internal platforms, Google Workspace, Microsoft 365, analytical tools, and shared workflows while supporting appropriate permissions.
- Document system processes, support procedures, data definitions, and troubleshooting steps so technical and non-technical users can engage with systems effectively.
- Identify repeatable manual activities and support Zapier-based workflow automation, data movement, notifications, and process improvements.
- Translate stakeholder needs into clear reporting, system-support, documentation, and workflow requirements across finance, development, and administration functions.

Student Ambassador

Northeastern University | Portland, ME

February 2024 - March 2025

- Represented the university at information sessions, campus events, orientations, and community programs, communicating clearly with diverse audiences.
- Partnered with university staff and fellow ambassadors to coordinate logistics, answer questions, and deliver an inclusive experience for students and visitors.

Peer Tutor, English Language

Independent Academic & Language Support

September 2019 - June 2023

- Delivered personalized English language instruction to Russian learners, strengthening conversational fluency, reading comprehension, and practical communication for academic study, international travel, and everyday situations.
- Adapted lessons to individual goals, proficiency levels, and confidence needs, helping learners communicate effectively in real-world academic, professional, and social settings.

Software Engineer Intern

Bosch Techno-Engineering Ltd | Saratov, Russia

June 2022 - September 2022

- Supported software development and testing cycles by writing test cases, validating functionality, documenting results, and collaborating on defect resolution.
- Diagnosed and resolved software issues through systematic debugging and performance tuning, contributing to a 20% improvement in system stability.
- Designed an internal encryption and decryption testing tool to verify data integrity and strengthen system security practices.

EDUCATION

Northeastern University, The Roux Institute | Portland, ME

June 2025

Master of Science, Applied Machine Intelligence

Saratov State University | Saratov, Russia

June 2023

Bachelor of Science, Computer Science