

Kwame Baffo-Gyan

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EDUCATION

University of California, Davis - Davis, Ca

Sept 2016 - Dec 2019

Bachelor of Arts: Economics – Poverty & Inequality Specialization

Relevant Coursework: Analysis of Economic Data, Accounting, Game Theory, Labor Economics, Economic Development

PROFESSIONAL EXPERIENCE & PROJECTS

COOP Data Analytics Cohort

August 2020 - Present

Data Apprentice (12 Hours per Week)

- Used specialized systems to examine data sets and create conclusions for better decision making
- Gained experience using programs such as SQL, Google Analytics, Tableau, and Salesforce
- Created and presented charts using large information sets and visualization tools to complete team oriented goals

UC Davis Business Center | Davis, CA

Student Financial Administrator/Manager (20 Hours per Week)

Jul 2018 – Dec 2019

- Compile sales receipts with online accounting software averaging \$15,000 monthly
- Present reports using general ledger account data for campus organizations
- Provide business administration service to management to the team and responsible for hiring and training of 7-10 Cashiers

JWOMPA Media Group

Intern (15 Hours per Week)

Nov 2018 – Present

- Research data on music industry trends based on artist's number of sales and streams
- Analyze large data sets for a music startup company using Excel spreadsheet to keep records
- Research and record trends in data to present to customer based on user preference

UC Davis Economics Department | Davis, CA

Economic Research Assistant (5 Hours per Week)

Jan 2019 – Apr 2019

- Researched effects of The Great Flood on California agriculture and farmers in the 1800s
- Collected data and presented my findings weekly to team members and research lead

SKILLS AND CERTIFICATIONS

Computer: STATA: Data Analysis, Kuali Financial System, Microsoft Office, Google Analytics, SQL, Salesforce, OpenOffice

Skills: Financial Analysis, Customer Service, Data Entry, PowerPoint, Professional Writing, Analytical Thinking

Certifications: U.S. Dept of State Passport Processing Agent, UC Davis Cash Handling, Credit Card Data Security Compliance

LEADERSHIP AND INVOLVEMENT

Phi Beta Sigma Fraternity Incorporated, Lambda Kappa Chapter | Davis, CA

Risk Management Chair

Apr 2018 – Present

- Responsible for making sure chapter projects aligned with national organization's risk policies.
- Responsible for chapter digital marketing and increasing page interactions by 600+ views weekly.
- Supervise Membership Intake Process and intake paperwork, and approve chapter budgets.

UC Davis Economics Department | Davis, CA

Economic Research Assistant

Jan 2019 – Apr 2019

- Researched effects of The Great Flood on California agriculture and farmers in the 1800s
- Collected data and presented my findings weekly to team members and research lead

UC Davis Black Student Union | Davis, CA

Financial Chair

Oct 2016 – Jun 2017

- Responsible for grant applications and financial records for a campus-wide, social organization
- Awarded \$5000 in multiple grants for school-related events from various donors
- Planned fundraisers for the organization by partnering with local businesses in city of Davis