

FATUMATA KOUROUMA

37 Deppe Place| Staten Island, NY 10314| (917)-558-1162
Fatumata.Kourouma@baruchmail.cuny.edu

Education

City University of New York-Baruch College
Bachelor of Arts in Economics
Minor: Law & Policy

Expected Graduation Date: December 2015

OBJECTIVE: To obtain an internship position in the financial services sector where I can put my skills to good use and an opportunity to gain professional experience

Work Experience

Cabinet Francis Schmitt| Paris, France

June 2014-August 2014

Accounting intern

- . Contributed to the preparation of balance sheets by organizing each client's financial information using a software called Sage 100 Comptabilite
- . Analyzed General ledger in order to make sure there weren't any discrepancies between financial figures
- . Managed each clients daily cash inflow using figures from their daily receipts on Microsoft Excel
- . Facilitated accountants daily work load by performing various office tasks and classifying archives by client name

United States District Court: Southern District of NY| New York, NY

January 2014-May 2014

Intern

- . Reviewed different tax forms to make sure that there weren't any discrepancies
- . Arranged checks and check logs to make sure that they were in order
- . Assisted with case openings
- . Scanning, faxing, copy making

Economic Promotion Bureau of Cote D'Ivoire| New York, NY

June 2013-August 2013

Intern

- . Developed company's website by translating texts and documents from French-English and English-French
- . Created Tables and Flyers on Microsoft Word and Microsoft Excel
- . Performed daily administrative tasks such as filing, scanning, and copying
- . Took notes on key information that was being discussed during weekly meetings with investors and also gave personal opinion on topics that were being discussed

Vector Marketing| New York, NY

May 2012-July 2012

Sales Representative/ Independent Contractor

- . Scheduled appointments with clients to market Cutco products
- . Displayed product knowledge by conducting demonstrations that resulted in sales of approximately \$900
- . Tracked customer satisfaction by contacting them to find out if they were satisfied with their products and asking them what strategies I could've implemented in my presentation in order to make it more effective.

Obama For America| New York, NY

June 2012-November 2012

Summer/Fall Fellow

- . Traveled to several cities in Pennsylvania in order to convince undecided voters to vote for President Obama by providing them with key information about his accomplishments
- . Hosted numerous phone banks (which were aimed at convincing "Undecided" and "leaning Obama" voters to vote for the President) and also trained new volunteers
- . Assisted Field organizers with daily administrative duties at Headquarters

Activities: Active member of African Student Association at Baruch

