

LAMIN JAWARA

1188 Sheridan Avenue, Apt. 6C

Mobile: (347)722-0087

Bronx, NY 10456

Email: laminjawara21@yahoo.co.uk

EDUCATION

Herbert H. Lehman College, City University of New York, Bronx, NY
Graduated, May 2015

Bachelor of Business Administration (BBA) with concentration in Finance

Management Development Institute (M.D.I), Gambia, West Africa

Graduated, September 2007

Graduate Diploma in Management Studies

Quantum Net Institute of Technology, Gambia, West Africa

Graduated, August 2006 Elementary IT Diploma

WORK EXPERIENCE

NYC DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT (HPD)
New York, New York

CUNY Service Corps/ HomeFirst Program Intern

September 2014- present

- Track loan disbursements and perform internal reviews of program's budget and other budgetary functions
- Coordinate, track and analyze homebuyer data for internal monthly program performance (MPI) reporting
- Perform annual owner-occupancy compliance activities for over 2,000 program participants.
- Review homebuyer project information for accuracy and perform data entry in division's On-Track database.
- Assist with maintaining homeowner post-closing records.
- Provide administrative assistance to program staff, including research, generating ad hoc reports and other special projects.

LEHMAN COLLEGE, OFFICE OF CAMPUS LIFE
Bronx, NY

College Information Service (C.I.S)/ Assistant

July 2013-May 2015

- Provided general information on the college to incoming students, faculty and visitors.
- Assisted with student orientation and provided relevant services to students.
- Managed student access to club rooms in the student life building.

- Assisted student clubs and organizations in promoting events through weekly and monthly calendars.

EDENIC INSTITUTE OF PROFESSIONAL STUDIES
Gambia, West Africa

Marketing Officer

June 2009-August 2010

- Retained long term profitable customers of the institute through delivery of excellent customer relations.
- Updated customers on product pricing, promotions and specials.
- Promoted and maintained the good image of the institute through public relation initiatives, mailings, surveys, questionnaires and seminars.

KAJAKEH'S MONEY TRANSFER BUREAU
Gambia, West Africa

Cashier

June 2005-May 2009

- Processed cash, debit, credit, returns and exchange transactions with 100% accuracy.
- Managed international money transfer of up to \$ 50,000.00 per day.
- Delivered excellent customer service through extensive service knowledge and quick turnover time.

SKILLS, CERTIFICATIONS AND COMMUNITY SERVICE

☞ Microsoft Word ☞ PowerPoint ☞ Excel ☞ Access ☞ E-commerce ☞ Multilingual (English, Mandingo, Fulani and Wolof) ☞ Strong interpersonal and written communication skills

Lehman College, Track One Leadership Program

Certificate in Leadership Studies, May 2013

Advanced Certificate in Leadership Studies, May 2015

Lehman College, Community Engagement and New Studies Programs

Aids Walk New York, Volunteer 2011 - 2015

New York City Marathon, Volunteer 2013, 2014

Connecting for Change Program, Massachusetts, 2014