FATUMATA KOUROUMA

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**Education**

City University of New York-Baruch College

Bachelor of Arts in Economics Expected Graduation Date: December 2015

Minor: Law & Policy

**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, N**Y 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