**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