

# Amadou Diallo

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## EDUCATION

**Lehigh University** | Bethlehem, PA

Expected Graduation: May 2026

Bachelor of Science in Business and Economics | *Majors:* Finance & Accounting

GPA: 3.40

**Relevant Coursework:** Financial and Managerial Accounting, Investments, Corporate Finance, Information Systems

## RELEVANT EXPERIENCE

### Taylor Gym

**Bethlehem, PA**

*Assistant Payroll Manager*

*May 2023 – Present*

- Meet with managers to receive new directives and create projected forecasts via Microsoft Excel
- Conduct weekly debriefs with a group of 8 managers to go over new agendas and operational updates
- Track and manage hours for over 200 employees, ensuring accurate payroll processing, and provide support

*Office Assistant*

*August 2022 – May 2023*

- Provided excellent customer satisfaction to those who utilize the facility by
- Managed rentals, and fitness classes, and managed new members' information
- Received employee of the month during the first semester for constant engagement and overachieving behavior

### Barrett Tax Services

**Brooklyn, NY**

*Tax Preparer Assistant*

*May 2021 – August 2022*

- Organized and managed files for over 500 clients and entered new clients' information into the database
- Managed and built client relationships, answered phone calls, and provided information to prospective clients
- Assisted in preparing tax documents and forms, ensuring compliance with relevant tax regulations

### Mouminia Gift Shop

**Brooklyn, NY**

*Sales Associate*

*March 2018 – August 2022*

- Ordered merchandise for restocking and kept track of inventory levels via Excel
- Provided customer service and assisted customers in ensuring that their needs were met throughout the store
- Processed transactions through handling cash, credit, and debit purchases

## ADDITIONAL EXPERIENCE

### Arrow Universal Security Services

**Brooklyn, NY**

*Security Officer*

*June 2023 – August 2024*

- Implemented safety and security procedures, adhering to site-specific policies, and executing emergency response protocols as required
- Responded promptly to incidents and critical situations, to ensure the well-being of residents and personnel
- Executed hourly patrols and fire safety checks throughout the building and perimeter for over 300 clients

### Lehigh Business in Vietnam

**Hanoi & Ho Chi Minh City, Vietnam**

*Volunteer*

*January 2025*

- Engaged in a two week-long immersion in Hanoi and Ho Chi Minh City with a cohort of 16 selected students
- Visited and networked at companies across textiles, video gaming, coffee, and tea production industries
- Explored the rich and complex cultural heritage of the Vietnamese, integrating American academic concepts

## COMMUNITY INVOLVEMENT

Lehigh Men of Color Alliance

*Aug. 2022 – Present*

Lehigh Black Student Union

*Aug. 2022 – Present*

Lehigh African Student Association

*Jan. 2022 – Present*

Lehigh Car Club

*Jan. 2022 – Present*

## SKILLS

R Studio, Microsoft Suite, Google Suite, Canva, Adobe Photoshop, Tableau, Python

## LANGUAGE

Fulani/Pulaar (Conversational proficiency)