**Amoin Marthe Fabiola Gertrude Kouame**

2026 Pleasant Street ⏹ South Bend, Indiana 46615 ⏹ 574-300-9747 ⏹ fabiola.kouame@yahoo.fr

**Qualifications**

* Self-motivated, decisive and resourceful individual
* Strong analytical skills and ability to meet various deadlines
* Well-organized and adapt quickly
* Excellent communication skills and good team player
* Fluent in English and French
* Computer skills: Word, Excel, PowerPoint, Access, Outlook, Andar and Sage MIP

**Education**

**Indiana University South Bend**, South Bend, Indiana, United States December 2014

***Master of Science in Accounting GPA-3.41***

**Internal Revenue Service**,South Bend, Indiana, United States January 2014

***Certification of Volunteer Income Tax Assistance***

**University ofCocody***,*Abidjan, Ivory Coast October 2006

***Bachelor of Science in Management GPA-3.3***

**Relevant Experience**

**United Way of Saint Joseph County,** South Bend**,** Indiana, United StatesJuly 2013-present

**Accounting Intern**

* Recording accounts receivable, deposits and disbursements
* Assisting with payroll and monthly entries
* Performing bank reconciliations and working on special projects

**2BJ Expertise Firm**,Choisy le Roi, Paris, France March 2010-July 2010

**Accounting Intern**

* Prepared journal entries
* Prepared balance sheet and bank reconciliations

**General Mutual of Officials of Ivory Coast**,Ivory Coast December 2007-January 2008 **Management Control Intern**

* Monitored budget
* Analyzed monthly results and budgetary procedures

**Additional Work Experience**

**Academic Center Indiana University South Bend** November 2012- Present

**Tutor in French**

* Providing guidance to students in speech and essay writing

**International Student Club Indiana University South Bend**  August 2013-December 2014

**Treasurer of the club**

* Organizing meetings and plan events
* Controlling disbursements and collection of money
* Ensuring club activities adhere to the budget
* Meeting with a diverse number of students from different countries



**ASSOCIATIONS**

**Member of History Club**  March 2013-December 2014

**Member of Accounting Association**  September 2012-April 2013



**ACHIEVEMENT**

Who’s Who Among Students in American Universities & CollegesApril 2014

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March 31, 2015

Umbaugh

112 IronWorks Avenue

Suite C Mishawaka,

IN 46544

Re: Staff Accountant Position

Dear Jeff Rowe,

This letter is to express my interest for the staff accountant position in your firm as my qualifications, experiences and career interests are very compatible with the exceptional opportunity that you offer in your firm. I am seeking a reputable firm in which I will develop a long-term, challenging career in the field of accounting.

With a Master’s degree in accounting, a Bachelor’s degree in management, and some outstanding skills in Information Systems, I am confident that I am the person you are looking for in your firm. I developed my skills such as being self-motivated, decisive and working in team during my internship at the non-governmental organization where I had to take decisions for the documents that I treated, come up with new ideas and worked with others interns on projects. As an accounting intern, I had to meet different deadlines to provide various documents to clients and work with them in order to prepare their financial statements. The internship in management control helped me to develop strong analytical skills and be decisive in order to maintain the budget assigned to each department.

You will find my résumé attached for your inspection. I would greatly appreciate the chance for a personal interview to further discuss my qualifications at your earliest convenience. Should you have questions or need additional information, please contact me at 574-300-9747 during evening time or at [fabiola.kouame@yahoo.fr](mailto:fabiola.kouame@yahoo.fr).

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Amoin Marthe Fabiola Gertrude Kouame

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