

# Kwame Baffo-Gyan

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## EDUCATION

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University of California, Davis - Davis, Ca

Sept 2016 - Dec 2019

**Bachelor of Arts: Economics – Poverty & Inequality Specialization**

Relevant Coursework: Analysis of Economic Data, Accounting, Game Theory, Labor Economics, Economic Development

## PROFESSIONAL EXPERIENCE & PROJECTS

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UC Davis Business Center | Davis, CA

*Student Financial Administrator/Manager*

Jul 2018 – Dec 2019

- Compile sales receipts with online accounting software averaging \$15,000 monthly
- Present reports using general ledger account data for campus organizations
- Oversee unit security and handle large amounts of cash with safe security
- Provide business administration service to management to the team and responsible for hiring and training of 7-10 Cashiers

JWOMPA Media Group

*Intern*

Nov 2018 – Present

- Research data on music industry trends based on artist's number of sales and streams
- Analyze large data sets for a music startup company using Excel spreadsheet to keep records
- Research and record trends in data to present to customer based on user preference

UC Davis Economics Department | Davis, CA

*Economic Research Assistant*

Jan 2019 – Apr 2019

- Researched effects of The Great Flood on California agriculture and farmers in the 1800s
- Collected data and presented my findings weekly to team members and research lead

UC Davis Business Center | Davis, CA

*Cashier/Certified Passport Acceptance Agent*

May 2017 – Jul 2018

- Responsible for data entry of passport records and tracking after applications were mailed
- Cash/Credit card handling, process payments for various departments and student organizations on campus

## SKILLS AND CERTIFICATIONS

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**Computer:** STATA: Data Analysis, Kuali Financial System, Microsoft Office, Google Drive, OpenOffice

**Skills:** Financial Analysis, Accounting, Data Entry, PowerPoint, Professional Writing, Analytical Thinking

**Certifications:** U.S. Dept of State Passport Processing Agent, UC Davis Cash Handling, PCI Compliance

## LEADERSHIP AND INVOLVEMENT

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Phi Beta Sigma Fraternity Incorporated, Lambda Kappa Chapter | Davis, CA

*Risk Management Chair*

Apr 2018 – Present

- Responsible for making sure chapter projects aligned with national organization's risk policies.
- Responsible for chapter digital marketing and increasing page interactions by 600+ views weekly.
- Supervise Membership Intake Process and intake paperwork, and approve chapter budgets.

UC Davis Economics Department | Davis, CA

*Economic Research Assistant*

Jan 2019 – Apr 2019

- Researched effects of The Great Flood on California agriculture and farmers in the 1800s
- Collected data and presented my findings weekly to team members and research lead

UC Davis Black Student Union | Davis, CA

*Financial Chair*

Oct 2016 – Jun 2017

- Responsible for grant applications and financial records for a campus-wide, social organization
- Awarded \$5000 in multiple grants for school-related events from various donors
- Planned fundraisers for the organization by partnering with local businesses in city of Davis