Resume

by Fatoumata Cisse

Submission date: 10-Mar-2021 09:33AM (UTC-0500)

Submission ID: 1529304453

File name: Untitled_document-6.docx (10.76K)

Word count: 563

Character count: 3177

Fatoumata Cisse

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ACADEMIC BACKGROUND

Degree	Year	University	<u>Major</u>
B.S	2021	New York City College of Technology	Business Technology and Fashion
A.S	2020	New York City College of Technology	Business Technology and Fashion
HSD	2016	Marble Hill High School for International Studies	

<u>PROFESSIONAL CERTIFICATE</u>: NYS Security Licence Card, CPR Certificate, Mandated Reporter Training Certificate.

HONORS AND AWARDS

2020	Member of Sigma Alpha Pi
	2
2016	Member of the National Honors Society
2015	Member of the National Honors Society and Achieved a 93 score for US history Regents
	3
2014	Member of the National Honors Society
2013	Member of the National Honors Society
	2
2012	Member of the National Honors Society

RELEVANT PROFESSIONAL EXPERIENCE

FRONT DESK ASSISTANT

FEDERAL WORK STUDY

2019-2020

- Greeting Students and Staff as they walk in the office
- · Assisting students with the help they need
- · Answering phone calls
- · Setting meeting between students and my supervisor
- Sending reminders to students about current events that the school is offering
- · Filing and organizing documents

MERCHANDISING INTERN

CATBIRD

2019-2019

- · receiving merchandise and tracking shipments
- organizing and tracking invoices
- maintaining documents re products on order, feedback/requests, launch and offline dates, product availability messaging, etc
- · inputting stock transfers
- · cycle count
- · ad hoc research projects and administrative tasks

OTHER RELEVANT PROFESSIONAL

ENUMERATOR CENSUS 20120-2020

- Collect data 06/20-10/20
- Interview door to door
- · Submit completed task to supervisor
- Review data
- Help people with filing questionnaires

WITNY INTERN

THE STUDENT LEADERSHIP NETWORK 2018-2019

- Worked in collaboration with a team of other interns to conduct detailed research to put together a comprehensive resource website.
- Achieved to build a site that showcases programs, services and general guides for individual colleges in CUNY, SUNY, Private college systems for thousands of Alumni in the entire CBI program

Korea's big turnaround in the economy is so special that they were able to do this in just one generation.

EXPERIMENTAL TEACHING

- Exhibition of Art in Guggenheim Museum in 5th avenue 1071 New York, NY 10128 Friday November 6th 2020 at 12:00 pm.
- House of slaves Museum in Dakar Senegal Thursday August 15th around 1pm.
- History Exhibition at the Museum of the Metropolitan of Art in 5th ave 1000 New York, New York 10028 Wednesday March 20th at 6:00 pm

Social Media Computer Skills Instagram Microsoft world

Facebook Excel
Snapchat Powerpoint
TickTock Google docs
Linkedin Slides
Indeed Classroom

SCHOLARSHIP

Merit Scholarship

Fatoumata Cisse(2016-2017) Received \$400 from school for maintaining a high GPA

WORKSHOPS

Professional Development Center developed workshop entitled "Career Services Orientation" March 8th at 3:30pm via zoom meeting

Professional Development Center developed workshop info session for brooklyn navy yard internship opportunity in March 4th at 5pm via zoom meeting

Bloomberg International Women's Day Summit developed in celebrating women around the world and women in bloomberg also gave chance to students to network with professional women in bloomberg. Friday March 8th at 4:30PM at the Bloomberg's NYC Office

Professional development Center developed workshop entitled "Workshop Effective Resume Writing" on Tuesday, October 22, 2019 from 12:45- 2:00Pm in room N-119

SERVICE TO THE PROFESSION

2012-2015

Member of Build On community service

- Soup Kitchens where I helped feed the seniors and homeless people in the community
- · Assisted in cleaning van Cortlandt Park in the Bronx
- · Tutored and played with special aid kids

Resume

ORIGINALITY REPORT

%
SIMILARITY INDEX

4%
INTERNET SOURCES

1%
PUBLICATIONS

5% STUDENT PAPERS

PRIMARY SOURCES

Submitted to City University of New York System

3%

Student Paper

hdl.handle.net

2%

Submitted to The University of Memphis
Student Paper

2%

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Resume

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

Instructor

95/100

PAGE 1

PAGE 2

PAGE 3