

## Adama Traore

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347.416.9842

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2017**  
MAJOR: Management Information Systems | MINOR: Finance

### SELECTED COURSES:

Information Systems in Organizations	Quantitative Method for Business
Excel for business Applications	Data Analytics
IT Architecture	Data Science

### ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2014 – present
- Member, Society for Emerging African Leaders, 2014 - present

EXPERIENCE: Wyndham Garden Hotel, Essington, PA June 2013 – August 2014  
**Guest Service Agent**

- Managed check in for over 100 guest daily.
- Provided excellent customer service by treating each guest professionally.
- Utilized the software GuestPoint to facilitate daily operations such as check in, check out and guests reservation.
- Awarded Employee of the month by providing highest quality of service

Sunoco Aplus, Philadelphia, PA July 2010 - June 2013  
**Assistant Manager/Supervisor**

- Supervised daily operations for retail store serving 500+ customers per day.
- Managed inventory and supply merchandise.
- Developed strategies that increased monthly sales revenues from \$50,000 to \$75,000 and maximized profit by \$10,000.
- Responsible for payroll and schedule for 10 employees.
- Started as a Cashier promoted to Assistant Manager for outstanding services and commitment.

B.D.M (Malian's Bank for Development) Bko, Mali May 2007-August 2009  
**Credit Analyst**

- Evaluated risk of loans attribution to local businesses by analyzing their financial statements.
- Advised small businesses on their loans management plan by assisting them during the process.
- Attributed about \$100,000 monthly loans to more than 10 businesses.

### SKILLS & LANGUAGES:

- French – Advanced
- Microsoft Word, Excel, Access and PowerPoint