

DOUE OUZEIFATH SOULEMANE CHABI

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EDUCATION

Baruch College/CUNY, Zicklin School of Business

Bachelor's of Business Administration in Management Entrepreneurship

New York, NY

Expected: August 2021

OTHERS COURSES TAKEN

Baruch College/CUNY, Zicklin School of Business

New York, NY

- Financial Accounting I
- Accounting Information System
- Principal of Accounting II

Borough of Manhattan Community College

New York, NY

- Principal of Accounting I

PROFESSIONAL EXPERIENCE

Montefiore Medical Hospital

Bronx, NY

Unit Clerk Secretary

August 2020 – March 2021

- Responsible for the flow of information inter/intra unit, and between members of the patient care team.
- Functions as a receptionist while performing secretarial and routine administrative duties such as faxing, copying, patients spreadsheet, assignment sheet, transfer and expired patient report,
- Organizing Pharmacy and Medical Supply Rooms and putting together at least 5 to 6 incoming patients chart per shift; setting up blood pick up and drop off to the lab.
- Maintains with integrity the medical record of 16 patients from admission to discharge in the ICU and to coordinate the movement of patients on the assigned unit and to schedule transport transferred patients to any other floor.

Bronx Parent Housing Network (BPHN), Inc.

Bronx, NY

Administrative Assistant

November 2018 - January 2020

- Managed Site Director's appointments, emails, telephone and inperson enquires (20+ clients daily).
- Supported Social Service Staff by providing new intake notes; issuing petty cash and distributing metro cards.
- Handling Staff and Clients monthly workshops and training's calendar.
- Maintained inventory by checking, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies
- Carried out administrative duties such as filing, typing, copying, binding, and scanning documents.

Law Office

New York, NY

Secretary

July 2017 – May 2018

- Greeted and assisted visitors in the office and answered frequent phone calls.
- Maintained attorney calendar by planning and scheduling conferences, calls; recording and monitoring court appearance dates, and filling requirements; monitoring evidence-gathering.
- Produced information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, and coordinating case preparation; mailed out clients final case to immigration.
- Read, reviewed, verified, and reported 3clients legal documents daily; drafted letters and documents by collecting and analyzing information; organizing up to 10 clients conferences weekly, and daily attorney meetings.
- Photocopied and printed out daily 6 clients legal documents

ACADEMIC PROJECTS

Accounting Information System, Baruch College

University Data Analysis Project

January 2020 – May 2020

- Analyzed financial and non-financial data of Bronx Parent Housing Network and Provided information on Outsourcing their Payroll Paycom Software
- Communicated financial data by creating reports, graphs, tables, Flowchart and Pivot Tables using Excel
- Wrote programs to perform descriptive, diagnostic, predictive and prescriptive analysis using financial and non-financial data

Principles of Finance, Service Operations Management, Baruch College

SAM Excel Module Project

January 2020 – May 2020

- Analyze and structure giving projects data by using Excel software

CERTIFICATIONS/ TRAININGS : Certificate of Merit/ BMCC (2011), Client Centered Strength Based Perspective (2019), Motivational Interviewing (2019), Conflict De-Escalation Techniques (2019), Cultural Competency and Cultural Sensivity (2019), Certificate in Naloxone (2019), Domestic Violence – IPV(2019)

SKILLS

Language: Proficient in French

Computer: Advanced in Microsoft Word and Intermediate in Microsoft Excel and PowerPoint