FADIMA KAMANO

Bristol, CT | (860)-940-4599 | fadima.kamano1@gmail.com

SUMMARY

Highly adaptable and analytical professional with a strong background in analysis, project management, data handling, and business operations. Proven ability to support key stakeholders, streamline processes, and contribute to data-driven decision-making. Experienced in coordinating cross-functional teams, managing complex tasks, and maintaining high standards of client and organizational satisfaction. Looking to leverage these skills in dynamic roles requiring adaptability and creative problem-solving

WORK EXPERIENCE

Eversource, Berlin, CT May 2024 – Oct 2024

Associate Administrative Assistant (short term contract)

- Optimized team operations by managing and updating over 100 driver credentials in DISA and Lotus Notes within the first month, ensuring compliance and accurate record-keeping.
- Demonstrated exceptional data management by processing 50,000 files in 3 months, supporting a major software migration and ensuring data integrity for business continuity
- Assisted the Transportation Regulations Administrator in maintaining sensitive records for compliance, including drug tests, driver licenses, and medical exam certificates, with a focus on confidentiality and accuracy
- Effectively communicated with supervisors and drivers to ensure seamless data updates and compliance with policies, contributing to operational efficiency.
- Streamlined administrative processes by organizing files, managing email communication, and supporting team projects, increasing overall office productivity.

Mima's, Bristol, CT March 2015 – May 2024

Executive Assistant

- Increased executive efficiency by 20% through precise calendar management, email organization, and strategic travel coordination, resulting in a weekly saving of 5 hours for personal time and strategic planning for CEO
- Developed project management frameworks to translate meeting notes into actionable tasks that resulted in 15 additional tasks completed on time per project
- Demonstrated discretion and tact handling highly sensitive information with zero security breaches or incidents
- Spearheaded a COVID-19 fundraising initiative, securing $40,000 for business improvements, resulting in increased clientele and contributing to overall growth
- Led a successful international inventory management trip to the UAE, fostering relationships with three key vendors and realizing a 40% reduction in inventory costs, saving the business significant resources

EDUCATION

University of Connecticut, Storrs, CT
Bachelor of Science, Applied and Resource Economics
Relevant Courses: Ethics, Business Management, The Entrepreneurial Journey, Computational Analysis, Sociology
Honors & Awards: UCONN Dean's List (Spring 2020), UCONN Foundation, Waltz Family & Connolly (UCONN), AJR Nocera (Main Street Foundation), and 1st Bristol NAACP scholarship recipient

SKILLS

Core: Expense Reporting, Calendar Management, Travel Coordination, Meeting Support, Record Keeping, Event Planning
Office Technology: 70 WPM, Outlook, MS Office, Google Workspace (Excel, Docs, Slides, Sheets), Calendar,
Platforms: MS Teams, Zoom, Google Meet, Webex, Slack, Trello, Asana, TripIt
Languages: French, Spanish, Mandingo, Fulani, Soussou

LEADERSHIP EXPERIENCE

Universitas21, UCONN, Storrs, CT February 2023 - May 2023
International Virtual Micro-internship

- Enhanced team efficiency by 20% through adaptation and collaborative problem-solving within diverse team
- Contributed to a 25% improvement in project success metrics by developing a real-world solution