

## IBRAHIMA KABA

### OBJECTIVE:

Keeping my options open.

### EDUCATION:

Bachelor of Science Degree in Business Computer Information Systems, December 2000  
St. Cloud State University, St. Cloud, MN

- Course work in Visual Basic, SQL, C++, HTML, SAS, and Relational Database Design.

### RELATED EXPERIENCE:

Developed a multi-user Microsoft Access database for employee performance review. Provided training for over 100 team leads and managers. The finished database provided each manager with a “one-click” access to secured custom reports of his/her group evaluations. Received Fingerhut **Award of Excellence (November, 2001)** for the successful completion and implementation of this project.

### WORK HISTORY:

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|---|--|
| <b>Greater Twin Cities United Way</b><br><i>Grant and Data Management Specialist</i>  | <b>Minneapolis, MN</b><br>Aug. '06 – Present |
| <ul style="list-style-type: none"><li>• Manage Microedge GIFTS database</li><li>• Design user manuals and provide training to new and existing staff</li><li>• Design and manage grant information website, and online grant applications</li><li>• Ensure data integrity by continuously monitoring data, and perform corrective measures</li><li>• Install new programs and update to existing programs</li></ul> |  |
| <i>Remittance Specialist</i>  | Sept. '05 – Feb. '06                         |
| <ul style="list-style-type: none"><li>• Perform daily remittance of pledges</li><li>• Answer clients' remittance questions and investigate possible problems</li><li>• Train new remittance specialists and other staff on remittance process</li></ul>   |  |
| <b>Science Museum of MN</b><br><i>Donor Information Specialist</i>  | <b>St. Paul, MN</b><br>Feb. '06 – Aug. '06   |
| <ul style="list-style-type: none"><li>• Create custom reports utilizing Crystal Reports</li><li>• Monitor and maintain data integrity in Explorer database system</li><li>• Provide computer training and support to the Development department</li></ul>   |  |
| <b>Writer/Performer</b><br><i>Spoken Word Poet</i>  | Feb. '03 – Present                           |
| <ul style="list-style-type: none"><li>• Perform poetry reading and workshop at schools, festivals, banquets, etc.</li><li>• Organize spoken word performance events</li></ul>   |  |
| <b>Fingerhut Companies, Inc.</b><br><i>Systems Specialist</i>   | <b>St. Cloud, MN</b><br>Sept. '00 – Apr. '02 |
| <ul style="list-style-type: none"><li>• Provide software support for Windows 98, NT, 2000; Microsoft Office products, and an in-house GUI application Order Management System run on Unix Operating System</li><li>• Provide hardware support for PC's, SUN Ultra 5 stations, and peripheral equipments</li></ul>   |  |

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## **IBRAHIMA KABA**

- Troubleshoot mainframe and LAN connectivity issues
- Develop Access databases used between retail client and vendors to fulfill customer orders
- Design and maintain department Intranet site utilizing Microsoft FrontPage

### ***Customer Service Representative***

Sept. '98 – Aug. '00

- Answer customers' questions regarding their accounts, and performing general account maintenance along with resolving any billing disputes