

Nawadip Nova Ghimire

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Berkeley, California 94704
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SUMMARY:

Hard-working Technology Information Management major (3.1 GPA) from University of California-Santa Cruz. Aiming to leverage a proven knowledge of IT/IS, desktop technology, and systems configuration skills to successfully fill the IT role at your company. Frequently praised as adaptable by my peers, I can be relied upon to help your company achieve its goals.

EDUCATION:

University of California, Santa Cruz
BS Technology Information Management
Graduation Date: March 2020

RELEVANT COURSES:

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| <ul style="list-style-type: none">• CS• Introduction to Java Programming• Introduction to Computer Networks• Computer Systems & Assembly Language• Database Systems I, II• Information & Business Systems• Data Structures & Algorithms• Product Management/Development | <ul style="list-style-type: none">• MATH• Calculus 1, 2, 3• Linear Algebra• Discrete Math• Ordinary Differential Equations• Statistics• Systems Analysis | <ul style="list-style-type: none">• ECON• Intermediate Macroeconomics• Intermediate Microeconomics• Business Strategy• Accounting• Supply Chain Management (In Progress) |
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WORK EXPERIENCE

UCSC Information Technology Services, Santa Cruz, CA

Technology Consultant

Sept. 2019 – June 2020

- Providing technical support to clients using both Windows and Macintosh Operating Systems
- Taking diligence in maintaining a clean and productive environment in computer labs
- Actively teaching upwards of 40 customers at a time how to operate software tools such as MS Word, PowerPoint, Excel, Unix, etc.
- Learning new tools such as Photoshop, Adobe Illustrator, etc. to maintain relevance when helping clients
- Offering over-the-phone technical support to off-campus customers when needed

Amazon, San Leandro, Ca

Delivery Driver

June 2017 – Sept. 2018

- Contacted customers prior to delivery to confirm and coordinate delivery times.
- Verify each delivery against order instruction before delivering to customers.
- Completed on-time deliveries by choosing best and most efficient routes.
- Devoted special emphasis to punctuality and worked to maintain outstanding attend and record, consistently arriving to work ready to start immediately

Cvs, Berkeley, CA

Store Clerk Cashier

Oct 2015 – May 2016

- Conducted inventory counts by adding each item in stock and documenting in System.
- Unloaded arriving product stock and moved to store display areas
- Assisted customers by answering questions and fulfilling requests.
- Counted cash in register drawer to balance register at beginning and end of shift.
- Restocked, arranged and organized merchandise in front lanes to drive product sales

ACTIVITIES

Berkeley Youth Works

Summer Academic Tutor

2014 – 2015

- Collaborated with students to complete homework assignments, identify lagging skills and correct weaknesses.
- Backed up teacher instruction by discussing concepts and creating custom practice questions.
- Worked with students in classrooms, small study areas to provide educational support.
- Planned lessons for allotted time to strengthen weak subjects and build skills on stronger ones.

Information System Management Association, UCSC

Social Media & Outreach Chair

2017 – 2018

- Responsible for all social media communications for the club via Facebook, Instagram.
- Bi-weekly club newsletter.
- Actively reach out to recruiters and coordinate company tours.

Nepali Student Association, UCSC

2019 – Present

Skills

Programming Languages:

Java, C, JavaScript, Python, SQL, Assembly

Languages:

Nepali - Native Speaker, English, Hindi and Urdu- Speaking Proficiency

Software/OS:

Linux, MacOS, Windows, STATA, MATLAB