

SHRADDHA DHUNGANA

14 Northford Way, Parkville, MD, 21234
2408400318

Shraddhadhungana12@gmail.com

Goal oriented sales agent with selling products and services. I am also prepared to offer verbal and written communication, interpersonal and planning strengths to fast- paced role.

EXPERIENCE

2020 – 2021

DENTAL ASSISTANT, SENECA VALLEY DENTAL

- Assisted dentist in four-handed dentistry.
- Operated, organized, and monitored the dental instruments.
- Prepared examination areas.
- Assisted patients with scheduling appointments, billing and advising on insurance plan.
- Managed the inventories.
- Undertook the lab tasks.

JULY 2019 – MARCH 2021

DATA ENTRY CLERK, BCPI

- Prepared the data by compiling and sorting information of the clients.
- Transferred data from paper formats to the computer storage by printing, scanning and downloading.
- Maintained database by the updated information of the clients.

OCT 2017 - OCT 2018

CASHIER & INVENTORY MANAGEMENT, INDIA BAZAAR

- Inspected the product quality.
- Managed the inventories and the order's payments.
- Attended the customers.

EDUCATION

AUG 2021-PRESENT

BACHELOR'S IN COMPUTER SCIENCE, TOWSON UNIVERSITY

- Currently working on completing the bachelors program.

JAN 2018 – JUNE 2021

A.A IN COMPUTER SCIENCE, MONTGOMERY COLLEGE

- A.A program under Montgomery college.

RELEVANT COURSEWORK

- C++, COSC 236/237 Java, COSC #336 Data Structures and Algorithm, COSC #350 Data Communications and Networking, CIS #377 Cyber Security
- COSC #412 Software Engineering
Designed and implemented music website for recommending songs of similar preferences, API integration with spotify, organized user stories and tracked the project using Trello board, executed agile method for software development process.
- COSC #457 Database Management System
Designed database software using MySql for a nursing home (a real business)

SKILLS

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|-----------------------------------|---------------------------|
| • Time management | • C++ |
| • Product acknowledgement | • Sales pitch Development |
| • Communication and multi-tasking | • JAVA |
| • Goal oriented | • HTML |
| • Networking | • SQL |
| • Javascript | • CSS |

ACTIVITIES

I have worked on a website development of my family boutique place where people can come and buy south Asian tradition dresses. I have used agile method for this project whereas I have been involved in development project of many blood drives by Leo club back in my country.