

Swati Tamrakar

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Objective

To obtain a job to enhance my educational and professional skills with opportunities for career growth

Education

Newman University, Wichita KS, May 2019

Bachelor of Science in Information Technology/ Management in Information Systems Major, Math Minor

GPA: 3.60

Relevant Coursework

System Designs and Project Management, Web Design and Development, Programming in PHP, Concepts of Computer Hardware, Concepts of Computer Networks, C# Programming, Business Communications and Professional Skills, Principles of Marketing, Principles of Management, Database Management

Experience

Newman University Bookstore, Wichita, KS

Student Clerk, May 2016 – Present

- Perform clerical and cashier duties at the front desk
- Arrange bookshelves and clothing racks
- Customer Service duties

Newman University Academic Resource Center

Math Tutor-level 2, Feb 2016-Present

- Tutor students especially in Math (Trigonometry, Intermediate Algebra, College Algebra, Calculus 1, Calculus 2 and Calculus 3) and provided additional notes to study
- Helped students to learn the concepts and materials for their class

Skills

- Skilled in AUTOCAD, MS Office Suite, SQL Server
- Foreign Language: Nepali.

Projects

- ePortfolio Website: Created a website with relevant IT course works with brief description of each.
- Ed Sheeran Website: Created a website about the famous artist, Ed Sheeran and his works.
- Recreation and Wellness Intranet Project: Created and conducted a simulated project for system designs and project management class where we were assigned as project managers.

Club and Associations

- Vice President for Multi-Cultural Leadership Organization. 2018- present
- Secretary of Multi-Cultural Leadership Organization(MCLO) 2015-2017
- Member of International Student Association 2016-present
- Member of the Newman Pep Band and Instrumental Ensemble.

Activities

- Tutor Training - Level 1 and 2 at Newman University, 2016
- Freshman Leadership Retreat in January 2016
- Attended jamborees and different activities Girl's Scout, 2008 to 2015

Achievements

- Outstanding Student in Calculus for 2015-2016, Newman University
- Outstanding Student of the Year for 2012-2014, St. Xavier's College, Nepal
- Dean's list, 2015-2018