

Abhik Thapa

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OBJECTIVE

Strategic, multi-faceted, highly analytical leader with experience in building applications, SQL, networking, creating diagrams, and project management. Seeking to enhance and further develop Information Technology career path. Demonstrated ability to multi-task and prepare reports in areas of software development, website design, and databases. Equally adept in capitalizing on interpersonal skills to create innovative and scalable IT solutions. Demonstrated ability to identify issues, conduct analyses, and synthesize conclusions into recommendations.

EDUCATION

- George Mason University; Bachelor of Science, Information Technology – Database and Programming; GPA 3.8; expected graduation date: 05/2022.

KEY SKILLS / SIGNATURE STRENGTHS

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|-----------------------------------|---|
| • Structured Query Language (SQL) | • Website Design |
| • Computer Programming | • Communications & Problem Solving |
| • Research/Critical Thinking | • Entity-relationship Diagrams |
| • Records Management | • Process Improvement |
| • Strategic Thinker/Analytical | • Leadership |
| • Algorithms | • Multilingual – English, Nepali, Urdu, Hindi |
| • HTML | • Data Structures |
| • Swift | • PL/SQL |
| • Java | • PHP |
| • Python | • Proficient in Microsoft Office Suite |
| • CSS | • Linux |

WORK EXPERIENCE

ESS- IT TECHNICAL INTERN, INTERNSHIP, 40 HOURS/FULL-TIME BAE SYSTEMS INC| RESTON, VA | 06/2021 – 08/2021

- Updated over thirteen hundred (1300) records of mobile devices in ServiceNow database management system.
- Compiled and presented asset management reports to supervisors.
- Communicated mobile service account changes with clients in a timely manner.
- Assisted in reviewing and updating asset decommission process.
- Presented Internship work and experience to senior executive team.
- Attended project management workshops on agile and waterfall methodologies.

IT/OPERATIONS INTERN, INTERNSHIP, PART-TIME ONCLAVE NETWORKS | MCLEAN, VA | 02/2021 – 04/2021

- Performed minor repairs to equipment and arranged for other servicing needs.
- Monitored antivirus software and updates.
- Documented requirements for CMMC and NIST 800-171 to apply for compliance. Ensured proper POA is in place to satisfy every category of requirements.
- Assisted in testing and debugging of new products and services in Linux based Debian systems.

- Created and posted FAQs and instructional blogs on Zendesk and company website to help customers identify solutions.
- Assisted in inventory of new hardware and products through the use of Microsoft Excel.
- Utilized Microsoft 365 for daily communication and documentation, including the use of Microsoft Teams, OneDrive, SharePoint, Exchange, Outlook, GitHub, and Microsoft Office suite.

PROGRAM ASSISTANT, INTERNSHIP, 40 HOURS/FT

LIBRARY OF CONGRESS | WASHINGTON, DC (REMOTE) | 06/2020 – 08/2020

- Interned with the Library of Congress, Office of the Chief Information Officer, IT Partner Engagement (ITPE), Project Management Office (PMO) Division serving over 3,000 personnel and 1.7 million library patrons.
- Collaborated directly with three (3) Program Managers and 16 IT Project Managers (PMs) to assist with the management of over 77 Information IT applications and service projects totaling over \$184M serving four highly complex Service Units to include Congressional Research Services (CRS), US Copyright Office (USCO), Library Services (LS), and National Library Services (NLS) for the Blind and Print Disabled.
- Documented meeting minutes and distributed them using MS Outlook, Confluence, and Jira to ensure the library-wide was in receipt of the latest updates on their respective projects.
- Assisted the PMO by conducting an informal internal audit of the project Confluence sites. The purpose of this exercise was to establish a baseline metric of the degree to which PMO projects currently utilize Project Management Life Cycle (PMLC) deliverables.
- Assisted in operational effectiveness by conducting quality assurance reviews of weekly project health status reports that provide a brief description of the work to be accomplished, risks, cost, schedule, accomplishments, and upcoming tasks. This document used during internal and external OCIO meetings with Senior Executives/Senior Managers throughout the Library.

EXPERIENTIAL LEARNING OPPORTUNITIES / PROJECTS

Bank Operations and Instant Cart Application, OOP

02/2020

- Constructed application for basic banking operations using Python
- Built Instant Cart Application using Tkinter in Python
- Used object-oriented concept in Python

Networking Projects, Data Communication and Networking

10/2020

- Built IP addressing configuration using CIDR and VLSM
- Mock troubleshooted common networking problems
- Configured port security and IP addresses

Abstraction, Data Structures and Algorithms

10/2021

- Implemented topics like binary search trees, hash tables, and linked lists
- Applied sorting algorithms, queues, and stacks to determine code effectiveness

Creating and Manipulating Database, Database Programming

10/2021

- Created entity-relationship diagrams
- Optimized queries with PL/SQL and SQL in Oracle database management system