# ADIT SHRESTHA

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## Education

- San Jose State University — San Jose, CA
  B.S. Business Administration/Management Information Systems — 2015-2019

## Work Experience

**Premier Recycle Company** — San Jose, CA
**Project Manager/Safety Coordinator** — May 2019 – Present
- Managed multiple projects at the same time to achieve high sustainability goals for construction projects
- Maintained relationships and worked with senior level managers in charge of large construction projects to achieve high recycle rates.
- Made LEED educated recommendations to senior managers and engineers for plans to increase diversion and sustainability.
- Created a web-based conversion calculator for recycled materials and converted them to different energy outputs
- Increased sales and marketing by improving SEO and CRM traffic
- Created and ran all safety procedures and protocols on site and to make sure the company was in accordance with OSHA regulations
- Maintained good relationships with city and county representatives in multiple cities and counties

**Global Nepali Professional Network** — San Jose, CA
**Graphic and Web/UI Design Intern** — July 2015 - May 2018
- Built the database for payments and subscriptions, which allowed GNPN to keep better track of their growth and finances.
- Redesigned the company website with pertinent information for members and updated it regularly with relevant news regarding GNPN.
- Served as a videographer and photographer during the GNPN's monthly informational events and networking events.

**San Jose State Housing Services** — San Jose, CA
**Student Facilities Assistant** — July 2017 - August 2018
- Entered detailed data entry of housing work orders to ensure that students had the correct paperwork in time of their move in dates.
- Organized work orders by creating a filing system.
- Conducted various minor labor work, such as lifting, and check-in/check-out walk through of housing units.

**Sigma Alpha Epsilon** — San Jose, CA
**SJSU Chapter President** — July 2016 - July 2017
- Conducted external communications and affairs with the SJSU administration and student involvement staff
- Communicated with the Sigma Alpha Epsilon Fraternity headquarters and complied with regulations and recommendations
- Ran internal and external fraternity operations
- Organized trips for leadership conferences and retreats for members
- Ran weekly professional business meetings to discuss upcoming matters

## Projects

- **OfficeSolutions** – An assignment from the Fundamentals of MIS class which uses Python and SQL to create an internal app to allow managers to view business insights
- **Yelp Data Science** – Final project from the Big Data class where I had to create a full report portfolio using Apache Pyspark (Python and SQL) to create insights for business information and visualizations, by using Tableau, for Yelp
- **Concert Website** – Final project for the Web Based Computing class where I had to create a fully functional website by using HTML, CSS, JavaScript, and jQuery
- **Charity's Affinity Caregiving Website** – I built a fully responsive website using HTML, CSS, and JavaScript for a caregiving company owner to display company information, contact features, and appointment set up features.
- **Recycled Waste Conversion Calculator** – I built a fully responsive construction material conversion calculator web application that converts any tonnage of a material to amount of CO2 energy saved, which can also be converted to other forms of energy saved as well. I displayed all the information on a chart as well as an interactive graph built with JavaScript libraries.
- **Sidelinebanter.com** – Founder and creator of sidelinebanter.com, a website blog on sports and fitness and nutrition. I created the site and content myself and I actively post multiple articles and blogs daily with ad and marketing revenue and site visits increasing daily.

## Skills

Programming Languages: HTML, CSS, JavaScript, jQuery, Python, SQL, Apache Pyspark, Web Development, Visual Basic
Skills: Project Management, MS Office, MS Project, Sales, External and Internal Communication, Planning, Analysis