

Aman Ghimire

amanghimire00@utexas.edu • (469) 773-1426 • LinkedIn.com/in/aman00

EDUCATION

The University of Texas at Austin

Bachelor of Business Administration, Management Information Systems

May 2024

Overall GPA: 3.85

EXPERIENCE

College of Education - Sr. Student Associate; Austin, TX

September 2021 – Present

- Provide support to the staff of the Department of Special Education
- Greet students, answer questions, and provide information to student's inquiries
- Execute various clerical duties such as filing, copying, and running errands

United Parcel Service – FP&A Intern; Coppell, TX

June 2022 – August 2022

- Maintained knowledge and updated several accounts consisting of over thousands of transactions, totaling over \$4 billion
- Processed over 100 stale checks daily using VLOOKUP as well as other Excel functions
- Reviewed and approved monthly journals
- Updated an Access database with SQL commands consisting of over 100 thousand stale checks, 60 thousand short term payments as well as escheats involving the Dallas department

Sherwin-Williams - Sales Associate; Euless, TX

June 2021 - August 2021

- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices
- Processed up to 30 customer orders daily
- Increased sales 10% by consistently building strong customer relations

Stephen Daniels for Congress - Finance Intern; Arlington, TX

September 2020 - November 2020

- Formulated and developed new ideas to approach candidate fundraising and event support during the COVID period
- Researched policy positions, outside groups, and other political stakeholders
- Conducted donor research and followed up data entry
- Staffed online events of over 50 individuals and observed the political climate of the campaign

LEADERSHIP EXPERIENCE AND ACTIVITIES

Nepalese Student Association – Campus Relations Officer

Fall 2021 – Present

- Plan and communicate with campus staff about on-campus events
- Lead meetings with other council members

University Finance Association – Member

Fall 2020 – Present

- Attend meetings about market updates and recruiting opportunities

HONORS

- University Honors (3 semesters) Fall 2020 - Fall 2021
- International Baccalaureate Diploma Spring 2020
- AP Scholar with Distinction Spring 2019

ADDITIONAL INFORMATION

Computer Skills: SQL, Python, HTML 5, R, CSS, C#, MS Excel, Word, PowerPoint

Certifications: The Fundamentals of Digital Marketing (2020)

Languages: Native in Nepali, Basic Knowledge in Hindi & Spanish

Interests: Soccer, Basketball, Football, Anime/Manga, Music (EDM/Pop), Data Analytics, Action Movies

Work Eligibility: Eligible to work in the U.S. with no restrictions