

# Bal Krishna Dhakal

## EDUCATION AND TRAINING

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### Masters in Digital Humanities

**McGill University** [ 08/2019 – Current ]

**Address:** 688 Sherbrooke West, H3A 3R1 Montreal (Canada)

### Master of Arts in English

**Institute of Advanced Communication, Education, and Research** [ 02/2013 – 05/2016 ]

**Address:** Kathmandu (Nepal)

<http://iacer.edu.np/>

### Bachelor's in Education

**Manamohan Memorial College** [ 2007 – 2009 ]

**Address:** Sorahkhutte, Kathmandu (Nepal)

### 10 Days Yoga Course

**Nepal Vipsyana Center** [ 01/07/2006 – 12/07/2006 ]

**Address:** Kathmandu (Nepal)

<http://www.dhamma.org.np/>

- Mindfulness meditation, which focuses on awareness, or to transcendental meditation, which uses a mantra.
- Attention on the objective sensations in body, arising and falling
- Train to stop reacting to the vicissitudes of life

### Creative Writing Workshop

**Creative Writing Conference** [ 04/10/2010 – 05/10/2010 ]

**Address:** Lalitpur (Nepal)

## WORK EXPERIENCE

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### Graduate Teaching Assistant (GLIS-607 Organization of Information)

**School of Information Studies, McGill University** [ 09/01/2020 – 30/12/2020 ]

**City:** Montreal

**Country:** Canada

- participate and help in teaching the course online
- assist in the evaluation of students
- motivate students and enhance their learning experience
- work under the supervision of the course instructor

### Graduate Research Assistant (Art of Literary Text Analysis)

**Professor Stefan Sinclair, Department of Languages, Literatures, and Cultures, McGill University** [ 26/10/2019 – 06/08/2020 ]

**Address:** 688 Sherbrooke W, H3A 3R1 Montreal, QC (Canada)

**City:** Montreal

- perform research-related tasks assigned by the professor
- perform research in Text Analysis using GitHub and Python
- perform work that can be used for preparing a research

### Graduate Teaching Assistant (GLIS 657 - Database Design and Management)

**School of Information Studies, McGill University** [ 06/01/2020 – 08/04/2020 ]

**Address:** 3661 Peel Street, H3A 1X1 Montreal, QC (Canada)

**City:** Montreal

- lead graduate discussion seminars, conferences or labs
- participate in teaching the course
- assist in the evaluation of students
- motivate students and enhance their learning experience
- conduct study and review sessions
- gain valuable experience
- work under the supervision of the course instructor

### English Lecturer cum Academic Incharge

**Universal College** [ 2016 – 06/2019 ]

**Address:** Kathmandu (Nepal)

- Develop specific skills in core English
- Teach the writing modes
- Discuss rhetorical devices
- Present language points required for academic success
- Support serious reading and writing activities
- Understand and produce paragraphs, essays, letters, and report
- Build students' confidence in using English in professional and social scenarios
- Develop critical skills and cultural awareness

### Computer Science Teacher

**Rosebud School** [ 08/2012 – 08/2019 ]

**Address:** 32 Rudramati Marg 1, Buddhanagar 10, Kathmandu (Nepal) - <https://www.rosebudschoolnepal.org/>

- Teach level content in an interactive learning environment to deliver exceptional results for all students
- Collaborate and cooperate with other Computer teachers
- Be responsible for preparing syllabus, reviewing and analyzing the work of other teachers and so on

## Human resources manager

**Sauriya School** [ 07/2009 – 07/2012 ]

**Address:** Kathmandu (Nepal)

- Help in preparing and revising job descriptions and salary of other staffs
- Monitor and supervise work performance of the other staff including teachers
- Maintaining and revising the school's handbook on policies
- Writing and placing job advertisements
- Conducting new employee orientation

## JOB-RELATED SKILLS

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### Job-related skills

- Computer Languages - QBASIC, C/C++, SPSS, WordPress, HTML, CSS, R, Python
- Graphic Design
- Planning / Event Planning
- Time Management
- Adaptability
- Teamwork
- Able to Build Relationships
- Microsoft Office Skills
- Multitasking
- Collaboration

## ORGANISATIONAL SKILLS

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### Organisational skills

- Creating and keeping deadlines
- Goal setting and meeting goals
- Decision making
- Team management
- Coordinating events
- Team leadership
- Assessment and evaluation
- Communication
- Documentation
- Conflict resolution
- Reviewing, reporting, and research
- Record keeping

## COMMUNICATION AND INTERPERSONAL SKILLS

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### Communication and interpersonal skills

- Excellent written and verbal communication skills
- Confident, articulate, and professional speaking abilities (and experience)
- Empathic listener
- Writing creative or factual
- Speaking in public, to groups, or via electronic media
- Excellent presentation and negotiation skills

## LANGUAGE SKILLS

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Mother tongue(s):

**Nepali**

**English**

**LISTENING: C1 READING: B2 WRITING: B2**

**SPOKEN PRODUCTION: C2**

**SPOKEN INTERACTION: C2**

**Hindi**

**LISTENING: B1 READING: B2 WRITING: B1**

**SPOKEN PRODUCTION: B1 SPOKEN INTERACTION: B1**

## DRIVING LICENCE

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Driving Licence: **A**

Driving Licence: **BE**