Bandita Chalise

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• https://github.com/banditachalise

EDUCATION

University of Cincinnati, College of Education, Criminal Justice, and Human Services

Bachelor of Science in Cyber Security, Major: Cyber Security   Expected August 2029

- Awards: International Outreach Scholarship
  Global Outreach Scholarship
- Coursework: Computer Networking (TCP/IP, DNS, DHCP)
  Web Development (HTML, CSS)
  Computer Programming (Java, Python)

ACADEMIC PROJECTS

Personal Portfolio   September 2024-Present

- Creating a personal portfolio website using HTML and CSS that highlights skills and achievements, presenting a professional image to attract employers and collaborators

WORK EXPERIENCE

Data Entry Clerk   September 2023- May 2024

Nepal Life Insurance   Sukhedhara, Kathmandu

- Updated client and accurately entered and policy information into the database, enhancing data accessibility and supporting effective customer service
- Verified data consistency and resolved discrepancies, improving data quality and ensuring reliable records
- Processed incoming documents and forms, expediting data entry and reducing processing time by 15%

Front Desk Officer   May 2023- March 2024

Base Educational Consultancy   Dillibazar, Kathmandu

- Resolved client inquiries and issues promptly, increasing satisfaction and contributing to a 20% rise in positive feedback
- Developed comprehensive reports for management, improving decision-making by providing clear, actionable insights
- Processed confidential information with discretion, enhancing security and protecting sensitive company data

Enrollment Coordinator   April 2023 – June 2023

Global Institution   Baneshwor, Kathmandu

- Applied strong attention to detail in reviewing and verifying applications for accuracy, facilitating timely decisions.
- Guided prospective students through the application process demonstrating effective communication
- Showcased strong interpersonal skills by coordinating and conducting campus tours and informational sessions, enhancing understanding of the college environment and offerings

LEADERSHIP, ACTIVITIES, & SERVICE

President   August 2021- August 2023

GSS Social Club   Baneshwor, Kathmandu

- Led a 9-member team in organizing community events, demonstrating strong leadership and successfully increasing engagement by 35%
- Initiated and managed outreach programs, enhancing club visibility and fostering positive relationships
- Coordinated budgets and resources, showcasing financial management skills and ensuring efficient operations

SKILLS

Computer: HTML, CSS, Cybersecurity principles, Java, C programming, Git Hub
Language: Nepali (native), English (Professional), Hindi (Medium)

Availability: Summer 2025