**Bandita Chalise**

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Bottom of Form

• <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***