

Bipasana Poudel

Nutley, NJ 07110 | bipasana12@gmail.com | (929) 308-9678 | [LinkedIn](#)

EDUCATION

Fordham University - Bronx, NY

Expected May 2025

Bachelor of Science in Computer Science

Relevant Coursework: Computer Science I and II, Data Structures, Computer Algorithm, Internet & Web Prog.

PROFESSIONAL EXPERIENCE

Kharkhare Inc.

Website Manager and Social Media Marketer

May 2020 - Present

- Managed website operations, ensuring regular updates, product additions, and optimal performance.
- Conducted market research to identify customer preferences, leading to successful product additions and improved user experience.
- Developed and executed targeted marketing strategies on Facebook, driving traffic and promoting products effectively.
- Implemented SEO techniques, boosting the website's search engine rankings and visibility.

Ram Print & ID Services

ID Clerk

Fordham University

August 2023 - Present

- Proficiently produce and issue ID cards, adhering to security compliance standards.
- Organized and managed spreadsheets, streamlining ID card production and data management for enhanced workflow and productivity.
- Managed large-scale ID card requests from guest organizations, showcasing strong organizational skills and attention to detail.
- Provided excellent customer service by promptly addressing inquiries and resolving issues via phone and email.

Commuter Students Services

Excursion & Pop-up Coordinator

Fordham University

August 2023 - Present

- Developed, planned, and executed diverse and engaging excursions and pop-up events, enriching the campus experience for commuter students.
- Coordinated extensively with various campus departments and external partners to meticulously plan and execute event logistics and resource allocation, showcasing adept collaboration skills.
- Managed event budgets, procured necessary supplies, and adeptly ensured adherence to budgetary constraints throughout all stages of event execution.
- Balanced multiple responsibilities, including hosting events, while effectively managing academic coursework and concurrent employment commitments.
- Provided invaluable guidance and support to first-year and transfer commuter students, facilitating a smoother transition from high school to college life.

PERSONAL PROJECTS

Easy Eat: User-Friendly Dining App Concept

January 2024 - Present

[Prototype Link](#)

- Designed a user-friendly mobile app concept named Easy Eat using Figma.
- Aimed to simplify online menu navigation for budget-conscious users, especially college students.
- Leveraged Figma's prototyping capabilities to visualize app interactions and user flows.
- The project focused on addressing the pain points of incomplete or inaccessible online menus.
- No development stage; design concept aimed at demonstrating user interface and user experience principles.

SKILLS

Programming Languages: Proficient: JavaScript, and SQL, Intermediate: C++, and Python

Web Development: Proficient: JavaScript, HTML, CSS, jQuery

Computer: Object Oriented Programming, Data Structures, and Computer Algorithms

Soft Skills: Presentation Skills, and Project Management

Technical Skills: Microsoft Office Suite, Troubleshooting Windows/Apple OS, Figma, and Adobe Creative Suite