ELAINA GURUNG

elainagurung@gmail.com | https://www.linkedin.com/in/elaina-gurung/ | 816-716-8780

TECHNICAL SKILLS

Programming Languages: SQL, HTML/CSS, Java, C++, JavaScript
Software: Workday, OnBase, UKG, GitHub, Adobe Suite, WordPress, SSMS
Languages: English (Native), Nepali (Spoken)

EXPERIENCE

Customer Service Associate II | Mid-Continent Public Library

SEPTEMBER 2023 – PRESENT

- Provides customers with technology assistance on multiple applications
- Collaborates with other Librarians to create multiple displays for a broad range of cultures and subjects
- Organizes and shelves books for the circulation system

Human Resources Intern | UMB Bank

MAY 2023 – JULY 2023

- Assisted with the conversion of candidate files into one database using SQL
- Created and designed digital signage to inform associates about programs, benefits, and important updates
- Interviewed all the HR departments and wrote a professional report about how to implement AI to make processes more seamless

Human Resources Intern | Capitol Federal Savings Bank

AUGUST 2022 – MAY 2023

- Managed employee job history information and other processes utilizing Excel
- Completed I-9 verifications and assisted with new employee onboarding
- Navigated the Human Resources Integrated System and updated information as needed

EDUCATION

Bachelor of Information Technology | University of Missouri – Kansas City

EXPECTED GRADUATION: DECEMBER 2024
GPA: 3.83/4.0

EXTRA-CURRICULARS

Chorus Member | UMKC Community Choral Union

JANUARY 2022 – PRESENT

Student Member | Computer Science Club

AUGUST 2023 – PRESENT