

# Yash Katwal

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## EDUCATION

### University of Washington

*B.S. in Informatics: Software Development, B.A. in Geography: GIS & Data Science*

Sep 2019 – Jun 2023

Seattle, WA

## EXPERIENCE

### Software Triage Intern

Jan 2025 – Jun 2025

*Apple*

Seattle, WA

- Streamlined operations by developing internal Python scripts to analyze and organize log data for QA testing.
- Coordinated with cross functional teams to triage issues and communicate resolutions across departments.
- Created internal reports and dashboards (HTML/CSS/JS) to visualize performance indicators and product readiness.

### Administrative Intern

Oct 2020 – Jun 2023

*SDP Research Lab*

Seattle, WA

- Organized data and research materials across web, image, and database systems for access by faculty and external researchers.
- Built internal tools using spreadsheets and web technologies to facilitate archival retrieval and resource management.
- Maintained structured digital repositories while supporting administrative documentation efforts.

### Operations Assistant

Oct 2020 – Jun 2021

*Brotman Baty Institute*

Seattle, WA

- Provided remote and in person support to study participants, including intake coordination and communication.
- Tracked research supply inventory and shipping using SOP compliant workflows to ensure consistent operations.
- Collaborated with research coordinators to monitor timelines and ensure accurate participant outreach.

### Events Intern

Nov 2020 – Jun 2021

*ASUW Asian Student Commission*

Seattle, WA

- Planned and coordinated large scale virtual and in person events by liaising with vendors, sponsors, and student organizations.
- Created marketing materials and tracked attendee outreach for cultural and social programming.
- Supported setup, communications, and documentation before, during, and after events.

### Full Stack Admin Support

Jan 2023 – Mar 2023

*Adios COVID & UW iSchool*

Seattle, WA

- Supported public health data teams by organizing datasets, maintaining documentation, and facilitating collaborative updates.
- Served as point of contact for troubleshooting web tools and managing data integrity across user-facing dashboards.
- Maintained schedule logs, content updates, and reports for faculty and student collaborators.
- Developed a full stack website using JavaScript, Node.js, AWS, while adhering to SDLC principles.

### Program Manager

Jan 2021 – Jun 2023

*South Asian Student Association*

Seattle, WA

- Led planning for 10+ community wide events by budgeting, scheduling, and coordinating with multiple departments.
- Created SOPs for event planning and communications workflows that are still used by current student leaders.
- Directed promotional strategies and managed communications across social media and student channels.

### Facilitator & Photographer

Sep 2019 – Jun 2023

*Unite UW Program*

Seattle, WA

- Facilitated team building workshops and intercultural events with rotating groups of 90+ international and domestic students.
- Captured and managed photos/videos for event documentation, online engagement, and institutional reporting.

## SKILLS

**Languages:** English, Hindi, Python, Java, JavaScript

**Administrative Tools:** Microsoft Office Suite, Google Workspace, Canva, Tableau, Jamf, Adobe Creative Cloud, VSCode

**Support:** Customer Service, Front Desk, Event Coordination, Data Entry, Technical Troubleshooting

**Additional:** Meeting Scheduling, SOP Documentation, Research Admin Support, Internal Communication