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|  | | |  | Nimesh  Chettri |
| Hardworking Student recently graduated from university of Texas at Tyler with the degree of Bachelor of Social Science as major, and Graphic design as minor. Dedicated to continuous improvement and building career foundation. Offers strong administrative, time management and multitasking skills. Energetic individual with interpersonal, analytical, and critical thinking skills. Poised to build valuable experience and ready to learn more and earn the graduate degree. Education Associate of Arts: Social Sciences  Kilgore College  Graduated Aug 2019  Kilgore, TX  Bachelor of Arts: Social Science, Mass Communication  University of Texas at Tyler  Graduated Dec 2021  Tyler, TX Experience Kilgore College (Lab assistant)  Kilgore, TX  Kilgore College, Kilgore Texas February 2018 to August 2019  Mass communication lab assistant   * Help professor to start up the in-person or virtual class, keep track and monitor the computers, CCTV’s, projector etc. * Assist students with lab related questions and queries. * Try and help learners (Students) solve problems while using various adobe software. * Keep the area clean, open and close the lab depending on hours and organize everything accordingly to what is easy for everyone.   University Center Front Desk Tyler, TX  University of Texas at Tyler/ Jan 2020 to Oct 2020   * Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process. * Input customer data into reservation software and made immediate updates to reflect room changes. * Maintained office safety by screening visitors, updating logs and issuing temporary passes. * Greeted customers, answered general questions and directed to appropriate locations.  Skills  * Oral and writing communication * Correspondence typing * Technologically savvy * Microsoft Office * Adobe Creative Suite Applications  |  | | --- | | * Organizational skills * Friendly, positive attitude * Digital media, graphic designing skills * Excellent workflow management * Adobe Photoshop, InDesign, illustrator, after effect, premium pro skills |  Activities and Honors -Presidential transfer scholarship as a freshman at University of Texas at Tyler.  - Dean list (3.82 GPA)  - Member of American honors program at Kilgore college |
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