

## Professional Experience

### Carrier Assistant

USPS, Columbus, OH | 08-2018 to Present

- Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases as required.
- Delivers mail along a prescribed route, on foot or by vehicle, on a regular schedule, picking up additional mail from relay boxes as needed. Collects mail from street letter boxes and accepts letters from mailing from customers; on certain routes may deliver mail that consists exclusively of parcel post, or the collection of mail.

### General Manager

Panda Express, Phoenix, AZ | 11/2017 to 05/2018

- Lead all or some People aspects of a Panda Express restaurant including hiring, training, coaching, and development.
- Lead all or some Guest components of a Panda Express restaurant including excellent food quality, guest service, associate friendliness, and restaurant cleanliness through your team using proven systems and routines.
- Lead all or some financial areas of a Panda Express restaurant including sales growth, cost management, and profit growth.

### Job Developer/Employment Specialist

Catholic Charities, Phoenix, Arizona | 03/2017 to 07/2017

- Assessed the employment and education history of multilingual clients and generate unique career plans with a goal of self-sufficiency.
- Assisted clients in the completion of applications, preparation for interviews and assistance with keeping appointments.
- Actively developed employment opportunities by cultivating relationships with new employers and provided potential employers with orientation regarding our special clientele.
- Maintained all case documents, including documenting all client interactions, ensured files were up to date and accurate.

### Resettlement and Placement Case Manager I

Catholic Charities, Phoenix, Arizona | 08/2015 to 03/2017

- Assessed the needs of the assigned refugee families by coordinating pre-arrival arrangements for food, housing, etc.; provided for airport reception; assisted with sponsor orientation; provided all core services as required.
- Developed a resettlement plan by meeting with refugee and sponsor; prioritized refugee needs, listened to the desires of refugee family; documented plan in the case record.

- Maintained accurate case records as outlined by program or agency procedure and protocols.

## Education

OSU BootCamp for Software Developer | Oct-2021 - Present

## Language

English, Nepali(native), Hindi & Urdu

## Achievement

- Promoted to Job Developer, Catholic Charities, Phoenix, Arizona | 03/2017