

## Avishek Pandey

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### EDUCATION

**University of Virginia**, Charlottesville, VA.  
Bachelor of Arts in Economics

Expected Graduation May, 2019  
GPA: 3.1

**Relevant Courses:** *Personal Finance, Intermediate Macro and Microeconomics, Public Finance*

### PROFESSIONAL EXPERIENCE

*Technology Services Assistant, UVA Office of Dean of Students*, Charlottesville, VA Aug 2016-Present (6hrs/week)

- Deploy and manage Windows 10, MacOS, and Linux to 70+ machines and a variety of software including Office 365 and Adobe Creative Cloud through the Dell KACE agent
- Communicate effectively with staff and Deans to create solutions and workflows that facilitate the use of technology to meet their work environment needs
- Assisted in estimating costs and comparing added value of new computer hardware and technology purchases

*Governance and Research Intern, Daayitwa*, Lalitpur, Nepal May '18- Aug '18

- As a research assistant, worked on a project for the Secretary of Commerce, Industries and Supplies to analyze obstacles for exports and curate new ideas to address the growing trade deficit of Nepal
  - Produced a paper of policy recommendations by researching case studies, performing data analysis, and conducting interviews with government representatives and industry stakeholders for the Ministry
- Worked on a team to coordinate 12 collaborative research projects between young professionals (Fellows) and Ministers and members of parliament.
  - Served as a liaison between Fellows and ministers and members of parliament logistics, provide research mentorship for Fellows, and maintain strong relationships between Daayitwa and senior officers at the ministries.

*Operations Manager and Video Editor, The Cavalier Daily*, Charlottesville, VA May '17- May '18

- Served on the managing board of a non-profit organization with a staff of 200+ and operating budget of \$150,000+
  - In conjunction with CFO and 4 other managing board members, developed, analyzed, and executed annual budget reports and presentation for Board of Directors
  - Managed 7 computers, A/V equipment, and content management software used for publishing the paper
  - Integrated technologies such as Slack to improve collaboration and communication between sections of the paper
- As editor, prepared cost-benefit analysis of hardware and software purchases for computers, camera and video hardware, and creativity software to upper management
- Effectively managed and worked in a fast paced newsroom to produce quality content for Charlottesville and UVA community

### CAMPUS AND COMMUNITY SERVICE

*Computer Literacy Expert, Virginia Career Works*, Charlottesville, VA Aug '15 –Present

- Aide jobseekers with a number of computer related tasks such as resume creation, email set up, and online application completion
- Translate complex technical jargon into easy to understand concepts and led education sessions on various programs like Microsoft Word and Excel

*The Node, HackCville*, Charlottesville, VA Sep '17 – Dec '17

- *The Node* is a class taught by fellow students to learn the art and science of understanding, manipulating, and effective use of data. Then applied skills in Python for data analysis, visualization, and machine learning
- Applied techniques learned to a project in mapping UK Brexit vote and general elections to track potential trends between the two elections

### SKILLS/AWARDS

- *Computer:* Microsoft Office Suite, Tableau (beginner knowledge); *Programming Language:* Python, R, Stata, Java
- *Awards:* **Boys Scouts of America: Eagle Scout**