

## Avishek Pandey

University Address: 106 Kent Terrace Charlottesville, VA 22903  
pandey@virginia.edu | USA: +1 (540) 471-7569

### EDUCATION

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

Expected Graduation May, 2019  
GPA: 3.05

**Turner Ashby High School**, Bridgewater, VA.  
Advance Studies Diploma

June, 2015  
GPA: 4.2

**Relevant Courses:** *Financial Accounting, Public Finance/Economics, Industrial Organization, Econometrics, Public Choice, Micro/Macro Economics*

### PROFESSIONAL EXPERIENCE

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

- Assisted in estimating costs and comparing added value of new computer hardware and technology purchases
- Communicate effectively with staff and Deans to create solutions and workflows that facilitate the use of technology to meet their work environment needs.
- Deploy and manage Windows 10, MacOS, and Linux to 50+ machines and a variety of software including Office 365 and Adobe Creative Cloud.

*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
  - Implemented the project using case studies, data analysis, and interviews with government representatives and affected industry stakeholders to provide recommendations 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
- As editor, prepared cost-benefit analysis of hardware and software purchases for computers, camera and video hardware, and creativity software to upper management.
- Worked in conjunction with literary side of the paper to help facilitate better teamwork across the paper and as a result, produce more impacting articles

### 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 knowledge learned to a project in mapping UK Brexit and general election 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*
  - ***The Daily News Record Leadership Award*** Finalist: given annually to students in public high schools in Harrisonburg and Rockingham County. Four finalists were selected from among those students who “best exemplify a combination of excellence of character, qualities of leadership and devotion to duty.”
  - ***William and Mary Leadership Award***: recognizes deserving young leaders from across the country. This award is presented each year to one outstanding current junior from each high school in Virginia
  - **Black-Belt** in Gōjū-ryū Karate