Avishek Pandey

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EDUCATION
University of Virginia, Charlottesville, VA   May, 2019
Bachelors of Arts in Economics

EXPERIENCE
Technology Services Assistant, **UVA Office of Dean of Students**, Charlottesville, VA   Aug 2016- Present
- Aide in maintaining and deploying software and hardware for Deans, ODOS staff, and in student collaboration spaces

Intern, **Arlington Democratic Committee**, Arlington, VA   May 16-July 16
- Developed and implemented strategies to increase youth voter turnout
- Worked to increase number of offices held by Democrats
- Helped coordinate efforts between Democratic Party of Virginia and Arlington Democratic Committee

Volunteer, **Bibeksheel Nepali**, Kathmandu, Nepal   May 16-July 16
- Aided application developers with managing and organizing information and data for the use of international NGOs to better allocate resources and funds for the people of Nepal
- Explored, compared, and evaluated different ways of organizing the data to better understand and use the information

CAMPUS AND COMMUNITY SERVICE
Social Chair, **Nepalese Student Association at UVA**, Charlottesville, VA   Sep 16- Present
- Organise several social events to bring together Nepali students
- Help organize events with sister organizations at other schools

Video Staff, **The Cavalier Daily**, Charlottesville, VA   Sep 16- Present
- Shot and produced videos to extend articles
- Worked in groups to produce original content for the website
- Edited using Apple Final Cut Pro X

Computer Literacy Expert, **Workforce Center of Virginia**, Charlottesville, VA   Aug 15 – Present
- Aided jobseekers with a number of computer related tasks such as resume creation, email set up, and online application completion
- Translated complex technical jargon into easy to understand concepts
- Led education sessions on various programmes like Microsoft Word and Excel

SKILLS/AWARDS
- *Computer*: Microsoft Office; Programming Language: Python, Java; Final Cut Pro X
- *Language*: English (native spoken and written); Nepali (native spoken); Spanish (moderate proficiency spoken and written)
- *Eagle Scout*, **Boy Scouts of America**