**Avishek Pandey**

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**EDUCATION**

**University of Virginia**, Charlottesville, VA May, 2019

Bachelors of Arts in Economics

Optional items: study abroad, relevant coursework, academic honors

**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

*Rethink Program*, **HackCville and ReinventED Lab**, Charlottesville, VA Sep 16- Dec 16

* Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills

*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**