

Elaine Prarthona Nelson

St. John's, NL

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HIGHLIGHTS OF QUALIFICATIONS

- Exceptional communication, professionalism and organizational skills honed through experience volunteering with a Guidance Counsellor's office
 - Fast learner with adaptability and flexibility skills enhanced through working and volunteering in fast paced environments
 - Presentation and leadership skills developed through course work and presenting for audiences of up to 800 people
 - Interpersonal, attention to detail, report writing and listening skills gained through experience volunteering with a school to discover construction and social problems in the new school building
 - Innate ability to empathize and build professional relationships with people through outreach
 - Critical thinking, analytical and problem solving skills gained through studying computer science
 - Driven and self-motivated undergraduate student with a wide range of experiences growing up in an International NGO and showing interest in science, music, dance, art and various other social and cultural activities
 - Coding experience with Python, Java, JavaScript, HTML and CSS
 - Fluent written and spoken English and Bengali
 - Currently working on learning web development during leisure time, as well as developing a podcast called 'Elaine Spills the Chai' which will be available early 2021
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EDUCATION

Bachelor of Science (Computer Science)

DPS STS School Dhaka, Bangladesh

LAMB English Medium School

September 2018 - present

August 2016 - June 2018

August 2003 - June 2015

RELEVANT PROFESSIONAL EXPERIENCES

Learning Design and Development Assistant (ISWEP)

September 2020 - present

- Assisting in compiling data on excel.

Developers Assistant at CITL MUN (ISWEP + MUCEP)

October 2019 - April 2020

- Assisted in developing web pages at the MUN Technology Resources and Instructional Resources website using HTML, CSS and Wordpress.
- Helped create resources for MUN faculty members and staff.

Volunteered for Heavenly Creatures

October 2018

- Helped to clean and organize after a flea market event for a fundraiser

Summer Volunteering at LAMB English Medium School

Summer 2017

- Interviewed 15 teachers, gathered information on construction and social problems faced in the new school building and wrote a report based on my findings.

Intern

DPS STS School Dhaka

March 2017- November 2017

- Volunteered at the Guidance Counselor's office.

Organized LAMB Church Teen Seminar

Summer 2014, 2015 and 2016

- Participated in planning and organizing LAMB Church Teen Seminar in 2015 and 2016.
- Organized Yard Sale to raise money for Seminar in 2014, 2015, 2016.
- Sang in the choir in the seminar in 2015.

MC at Bangla New Year's Program at LAMB

April 2015

- MC for an audience of over 800 people.

References

Available upon request

Links

LinkedIn : <https://www.linkedin.com/in/elaine-prarthona-nelson/>
 Elaine Spills The Chai Podcast: <https://anchor.fm/elainespillsthechai>