Saramsha Mainali

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EDUCATION

The University of Texas at Arlington| Arlington, TX   May 2026
Bachelor of Science in Information Systems

Dallas College| Dallas, TX   December 2023
Associate of Science

EXPERIENCE

Vastika Inc.| Irving, TX   February 2024 - March 2024
Administrative Assistant Intern
- Planned with scheduling and calendar management for team meetings and client calls
- Handled data entry and maintained filing systems, ensuring accuracy and confidentiality
- Supported administrative staff with day-to-day operations, such as printing, scanning, and preparing documents
- Communicated with clients and vendors to confirm appointments and relay information

PROJECTS

Office Organization & Filing System Revamp
Administrative Assistant
- Designed a new filing structure and developed a quick-reference guide
- Created a training presentation to assist team members with system adoption

Standard Operating Procedures (SOP) Documentation
Administrative Assistant
- Developed an SOP manual with clear, step-by-step instructions and visuals
- Improved consistency and efficiency across administrative workflows

SKILLS

- Proficient Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Experienced with Data Entry and Record Keeping
- Strong Verbal and Written Communication
- Excellent time management and organizational skills
- Experienced in delivering high-quality customer service
- Knowledgeable in office administration procedures
- Native in Nepali