SHOVANA SHRESTHA   shovanashrestha8@gmail.com

OBJECTIVE

In search of a part-time position to utilize experience for professional development while delivering skills, a strong work ethic, and a good attitude to a dynamic team.

EDUCATION

Computer Programming, Seneca College, Ontario, Canada | Present

Computer Science, Kathmandu Model College, Kathmandu, Nepal | 2020 – 2022

Palpa Awasiya Secondary School, Palpa, Nepal | 2010 – 2020

WORK EXPERIENCE

Admissions Officer, Access Education Network Pvt. Ltd, Kathmandu, Nepal, February 2022 – July 2023

- Processing student registration and payment
- Communicating with applicants about their application status, including acceptance/rejection
- Responding to information requests and participating in (or delivering) info sessions, if needed
- Other duties as assigned such as handling the front desk, when needed
- Referring accepted students to scholarship and bursary information, as applicable
- Handling social media accounts of the company (i.e., TikTok, Facebook, Instagram)
- Preparing students for visa interviews

SKILLS

- Excellent customer service and communication skills
- Time management and organization
- Teamwork and collaboration
- Problem-solving and adaptability
- Basic computer skills (MS Office, Excel, etc.)
- Programming languages such as C, C++, JavaScript, Python.
- Languages: English, Nepali, Hindi

VOLUNTEER EXPERIENCE

Throughout my years in school, I had the privilege of being an active member of the Red Cross Society. This experience allowed me to contribute to humanitarian efforts, develop essential life skills, and engage with my local community in meaningful ways.

AWARDS AND ACHIEVEMENTS

I was a deputy leader of the Student's Quality Circle and I've also won an award twice from a state level collage competition which was conducted by Student Quality Circle which helped me with a wide range of skills that are valuable not only within the competition context but also in various aspects of my academic and professional life. I learned to think critically, make informed decisions, developed problem-solving skills, managed my time efficiently, worked effectively with others, and enhanced my leadership abilities, research skills, and communication, all of which have been crucial in various aspects of my life.