



SIJERINA NEPAL

CONTACT

 (780)-884-8524

 sijerina10@gmail.com

 Rundlawn CRT NE, Calgary

SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Communication – Both verbal and written
- Organizational Skills
- Time Management
- Attention to detail
- Adaptability
- Leadership

EDUCATION

Software Development
SAIT (2023 - 2025)

High School Diploma
Kathmandu World School

Availability:

Saturday: Open

Sunday: Open

Monday: N/A

Tuesday: Open

Wednesday: N/A

Thursday: After 4 PM

Friday: N/A

WORK EXPERIENCE

Office Assistant

2023 - Present

SAIT

Calgary, AB

- Support SDC - Student Development and Counselling in the design, development, and delivery of mental health and wellness promotion programming
- Provide support for in-person or online SDC workshops
- Promote Wellness events in SAIT and appropriately refer students to them
- Attend and participate in bi-weekly meetings and other ongoing training for mental health promotion and development opportunities.

Counter Staff

2023 - Present

Tim Hortons

Calgary, AB

- Ensuring customers get a proper service and have a pleasant experience
- Ensuring that the company standards are met while preparing foods/ drinks
- Taking food/ drink orders through the POS system
- Suggesting products and services to customers in a friendly and appropriate manner
- Following proper cash procedures
- Communicating with the Management team regarding any service-related issues
- Keeping the counter clean, organized, and stocked
- Ensuring customers have a pleasant time and efficient service.

Volunteer

August 2023

Kidz Cove Childcare

Edmonton, AB

- Engaged children in educational activities
- Ensured child safety through attentive supervision
- Organized engaging activities for the social development of kids
- Provided emotional support, comforting care, and reassurance to children
- Ensured a secure environment for kids by following safety and emergency protocols.

References are provided upon request.