

SIJERINA NEPAL
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EDUCATION:

Southern Alberta Institute of Technology
Post-Secondary Diploma, Major in Software Development
2023 – 2025

Kathmandu World School
High School Diploma
2020 - June 2022

PROFESSIONAL EXPERIENCE:

Office Assistant
Southern Alberta Institute of Technology
October 2023 – Present

- Respond to emails and other correspondence in a timely and professional manner.
- Support SDC - Student Development and Counselling in the design, development, and delivery of mental health and wellness
- Promote Wellness events in SAIT and appropriately refer students to various resources according to their need.
- Collaborate with colleagues to support the overall goals of the office.
- Assist in special projects as needed.

INTERNSHIP EXPERIENCES:

Web Content Developing Intern
Gham Power Pvt. Ltd.
Dec 2022 - July 2023

- Drafting proposals, applications, and progress reports for national and international grants. (USAID, Mastercard Strive Community, Water and Energy for Foods-WE4F, etc.)
- Drafting applications for international competitions, and potential partnerships. (The Earthshot Prize, Energy Globe Awards, etc.)
- Managing Social Media Platforms (Gham Power) - LinkedIn, Facebook, Youtube.
- Designing, Structuring, and Conceptualizing the company's website. (See more at <https://ghampower.com/>)
- Create content for the Gham Power website as well as for external social platforms, in the form of featured company projects, blogs and newsletters, articles, proposals, etc.

- E-mail Marketing of specific events. (Eg: SHE-Roes, Improving Urban Energy and Water Services in Nepal)
- Brainstorming, planning, coordinating, filming, and editing videos for various projects with the marketing team.
- Assisting the marketing team in event planning, management, and promotion.
 - **SHE-roes:** Women's Empowerment - themed event in collaboration with other partners.
 - **Improving Urban Energy and Water Services in Nepal:** Event to digitize Water and Energy - along with partner organizations GSMA, Diyalo Tech. (Writing event reports, Minuting)
 - **Hosting in-company welfare events:** Self-defense, campaign, Blood Donation campaign, etc.
- Organized and conducted AI-based workshops for colleagues.

Junior Graphic Design Intern

Seshra Innovations Pvt. Ltd.

Aug. 2022 – Sept. 2022

- Assist the design team in creating visual assets for print and digital platforms.
- Collaborate with senior designers to understand project requirements and contribute to the overall design vision.
- Develop graphics and illustrations for marketing materials, social media, websites, and other communication channels.
- Create engaging and visually appealing content that aligns with brand guidelines using Canva.
- Participate in brainstorming sessions to contribute creative ideas and concepts for various design projects.
- Actively engage in continuous learning to stay updated on design trends, industry best practices, and emerging technologies.

LEADERSHIP EXPERIENCE:

Student Leader

Southern Alberta Institute of Technology

October 2023 – Present

VOLUNTEERING EXPERIENCE:

Student Volunteer

Kidz Cove Daycare

August 2023

- Engaged children in educational activities
- Ensured child safety through attentive supervision
- Organized engaging activities for 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.

Campaign Volunteer

Gham Power Nepal Pvt. Ltd.

March 2023

- Helped in the organization of the Blood Donation Campaign and Self-Defense campaign on International Women's Day 2023.
- Emceed the "Self-Defense campaign", organized exclusively for women.
- Contributed to the "Blood donation campaign" by actively participating as well as encouraging community members to participate.

References are available upon request.