



313-825-8490



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Eules, Texas

EDUCATION

Dallas College

Dallas, Texas | Jan 2023 - Dec 2024

Associate of Science

SKILLS

- Microsoft Office
- Adobe Creative Suite
- Data Entry
- Data Analysis
- Social Media Management
- Layout Design
- Report Writing
- Communication
- Content Management System
- Event planning and Coordination
- Leadership and Team collaboration

VOLUNTEER EXPERIENCE

- Organized a team to collect and distribute books, assisting the opening of a library for underprivileged children.

ISHMITA SHRESTHA

Results-driven professional with experience in writing, digital media, operations with strong analytical and organizational skills to deliver impactful results. Gained diverse work experience across continents, have global perspective and a deep passion for continuous learning and efficiency.

WORK EXPERIENCE

Writer & Social Media Editor | Dallas College News-Register

Irving, Texas | Nov 2023 - Dec 2024

- Performed comprehensive research and conducted interviews to produce engaging, high-quality reports and articles for publication, while effectively managing social media accounts to achieve upto 100 increase in audience engagement.
- Contributed to winning the Best Newspaper Award from the Associated Collegiate Press (ACP) through excellence in storytelling, content strategy, layout and editorial collaboration.
- Represented Dallas College at the Texas Community College Journalism Association (TCCJA) conference, earning 2nd place recognition for exceptional photography and analytical reporting.

Data Analyst Intern | Nucleus for Empowerment through Skill Transfer (NEST)

Naghdhunga, Pokhara, Nepal | Jul 2020 - Oct 2020

- Designed and executed a comprehensive data collection strategy for 500 British Gurkha Army pensioners, evaluating pension adequacy and identifying gaps in resource allocation.
- Generated detailed, data-driven reports with advanced calculations and key performance metrics, delivering actionable insights that influenced policy decisions for British stakeholders.
- Conducted field visits for data collection and pension distribution, presenting findings and recommendations to stakeholders in a clear and impactful manner.

Event Coordinator | Children's Art Museum

Baneshwor, Kathmandu, Nepal | May 2021 - Oct 2021

- Oversaw logistics and prepared comprehensive materials for the annual "Hogwarts Express" event, ensuring smooth execution and maximizing audience engagement.
- Designed visually appealing pamphlets and event materials, improving participant engagement and retention rates by 90%.
- Implemented time management strategies, organizing the event into 30-minute intervals with breaks to optimize flow and attendee satisfaction.
- Developed and maintained detailed event documentation, ensuring accuracy, consistency, and compliance with organizational standards and best practices.