***OBJECTIVE*: Seeking a part-time position on campus where my customer service experience can be utilized.**

***EDUCATION***

**Bachelor of Science, Management Information Systems May 2020 (**anticipated**)**

**Minnesota State University, Mankato – Mankato, MN GPA: 2.97**

**High School Diploma May 2015**

**United Academy – Kathmandu, Nepal GPA: 3.5**

***WORK EXPERIENCE***

**Asd January 2017 – present**

**Sodexo**

**Marketing Assistant November 2014 – July 2016**

**Indigo Paints Kathmandu, Nepal**

* **Created and maintained the Facebook page of the organization.**
* **Designed and developed print ads, emails, posters and flyers.**
* **Assisted customers over the phone regarding store operations, products, promotions and orders.**
* **Trained new employees.**

**Library Aide August 2013 – March 2015**

**L. R. Library, United Academy Kathmandu, Nepal**

* **Maintained library rental logs.**
* **Sent out reminders via mail for overdue books.**
* **Organized bookshelves so that books would strategically be placed in appropriate shelves.**

***ACTIVITIES/VOLUNTEER EXPERIENCE***

* Served as student mentor and counselor for younger students when academic and personal problems came up for them and guided and helped them to improve their situations for a period of three months after the 2014 earthquake in Kathmandu, Nepal.
* Volunteered for the Red Cross as a food manager during the 2014 earthquake in Kathmandu, Nepal.
* Treasurer of Leo club since January 2014 to December 2015.
* Member of Leo club since March 2012 to December 2013.