

SANGITA POUDEL

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EDUCATION

Santa Clara University	Master of Science Business Analytics	Aug. 2024 -Dec,2025
Practicum Student (Santa Clara University)	WARC Africa	Feb,2024-Jun,2024
<ul style="list-style-type: none">Leverage data for future monetization using python/Tableau		
Kathmandu University	BBA	Sep. 2016 - Jun. 2020
HR Major		GPA: 3.34/4.0

WORK EXPERIENCE

AIASSISTANT.CO (San Jose, California)	Marketing Buss Dev Intern	Jun 2025-Sep, 2025
<ul style="list-style-type: none">Digital Marketing Strategy: Engaging in multi-channel marketing including email, social media, and website SEO to increase product visibility.AI-Powered Content Creation: Using GenAI tools for dynamic and tailored content development.Customer Outreach & Demos: Conducting product walkthroughs and refining pitch strategies to enhance customer engagement.Market Research & Strategy: Exploring new markets and identifying growth opportunities for GenAI/LLM-based solutions.Collaboration & Innovation: Working directly with the marketing and business development teams to iterate on campaigns and go-to-market plans.		
Sherpa Hospitality (Kathmandu,Nepal)	HR Officer	Nov. 2022 – Dec,2023
<ul style="list-style-type: none">Analyzed recruitment funnel metrics across 5+ hotel properties, optimizing hiring strategies and reducing average hiring time by 12%.Designed and implemented an Employee Evaluation form using Excel and Air table, streamlining performance review processes for 150+ staff.Developed an Employee Mobilization Policy by consolidating HRIS data across 7 hotel locations, improving workforce flexibility.Conducted Training Needs Analysis (TNA) and created data-driven training schedules, improving employee onboarding satisfaction by 15%.		
Copenned (Kathmandu,Nepal)	Customer Success Executive	Oct 2022- Jan2023
<ul style="list-style-type: none">Analyzed client acquisition data to optimize lead generation strategies, generating an average of 10+ qualified leads per day.Designed marketing posts informed by A/B test results, improving client conversion rates by 8%.		
Buddha Air (Kathmandu, Nepal)	HR Intern	Mar 2022-Dec 2022
<ul style="list-style-type: none">Developed and standardized HR-related forms, resulting in a 20% reduction in administrative processing time.Managed and analyzed travel allowance data (TADA), identifying patterns to reduce expense leakage by 10%.Streamlined documentation for training sessions, improving employee feedback collection rates by 25%.		

Volunteer Projects — Data Analytics & Event Support

SUI and Ibriz.ai (SF, Bay Area)	Volunteer	Dec 2024 – April,2025
<ul style="list-style-type: none">Data Analytics of participation for future events.		

SKILLS

Software & Tools	Tableau, Microsoft, Wix, Slack, Air table
Programming	Python, R,SQL,Tableau

CERTIFICATION

IBM /Coursera	Python for Data Science, AI & Development
Google/Coursera	Foundations of Data Science
IBM/Coursera	Introduction to Artificial Intelligence (AI)
Google Cloud/Coursera	Gen AI: Beyond the Chatbot
IBM/Coursera	Generative AI: Prompt Engineering Basics