

SANGEETA THAPA



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<https://github.com/sthapa411>

PROFESSIONAL SUMMARY

Making a career move by challenging myself to learn new skills that is totally different than my current career. My goal is to start as a junior web developer, creating products which focus on user experience, utilizing the knowledge of back-end development to create a front-end end product that is visually and functionally gratifying for the users.

SKILLS

Web Tools:

JavaScript

jQuery

CSS

HTML

Bootstrap

GitHub

Node.js

API

EDUCATION

University of Connecticut

Storrs, CT • 05/2013

Master of Arts:

Communications

WORK HISTORY

HHC - Clinician

Hartford, CT • 12/2018 - Current

Used EPIC for documentation, creating treatment plans, discharge plans etc.

University Of Connecticut - Office Assistant

Storrs, CT • 12/2013 - 12/2014

- Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
- Delivered expert clerical support by efficiently handling wide range of routine and special requirements.