Lisa Shrestha

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EDUCATION

Florida International University, GPA: 3.94/4   Miami, Fl

Bachelors in Computer Science (Dean's List)   Dec 2022

PROJECTS/WORK EXPERIENCE

Code/Art   2021 - present

Teaching Assistant

- Currently teaching game design and abstract art with scratch coding.

- Currently teaching 3D modeling using tinkercad.

- Reviewed the appropriate lesson before each session.

- Filled out a short 3-question survey after each teaching session.

- Communicated any questions or concerns to Code/Art's Programs Manager.

Internship - Teaching CS   2021 - present

Teaching python and how to complete exercises from code.org to elementary students from two different schools via zoom.

- Attended weekly meetings at FIU to discuss progress of students.

- Introduced elementary and middle school students to various curricula available to teach coding and computational thinking.

- Mainly focused on teaching Programming concepts like Loops, Conditionals, Debugging, etc.

University of Florida Housing & Residence Office   2017 - 2018

Student Assistant in HR Department

- Managed documents and entered data into Microsoft Office (worked on MS Word, Excel, Access, Powerpoint, Publisher, etc).

- Performed printing, copying, and scanning of various Documents as needed by the HR department.

- Managed the Outlook Calendar for Staff Training.

- Constantly notified staff about staff training/classes.

- Sent faxes as required by the HR department.

- Kept track of the staff roster.

Student Assistant in Accounting Department

- Managed documents and entered data into Microsoft Office.

- Managed the outlook calendar for my supervisor.

- Performed printing, copying, and scanning of various Documents as needed by the accounting department.

- Managed bills/receipts from various companies.

- Filed various documents according to their titles in the filing room.

EXTRACURRICULAR ACHIEVEMENTS

· Adult and Pediatric First Aid/CPR/AED certified

· Communication Team Lead of University of Florida Engineers Without Borders, Nepal Team

· Upsilon Pi Epsilon (UPE) member

· Volunteered at the Chhetrapati Dental Hospital and the Kali Ma foundation in Nepal

· Assistant Manager at the Gainesville branch of BTW food chain

· English: Full Professional Proficiency

· Nepali, Hindi, Newari, Urdu: Full Professional Proficiency