Dhamzee Sherpa

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EDUCATION

New York Code and Design Academy, New York, NY (2015)
   * Web Development Intensive Program
Graceland University, Lamoni, IA (2009)
    * Bachelors of Arts - Economics and International Studies

TECHNICAL SKILLS
      * HTML, CSS, Javascript, jQuery, Bootstrap, SASS, Rails, Ruby, GitHub

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WORK EXPERIENCE

Domestic Placement Officer : S & D Nanny Agency, Jackson Heights, New York (May 2009- Dec 2013)
In charge of organizing, prioritizing, recruiter and placing the right candidate with the families inNY and NJ area. Ensuring that all administrative work is managed competently, and in accordance with the companies priorities and deadlines. Providing excellent customer service to the families and nannies.
      * Develop and locate clients through email and cold callings
      * Obtain and set up interview between applicants and families
      * Extend employment opportunities to applicants
      * Maintained follow up with families and the nannies after the placement
      * Provide orientation on domestic work laws and company rules and regulations
         to the applicants

Study Abroad Advisor : Shambala Global Educational Consultancy, Kathmandu, Nepal (Sep 2013 - feb 2015)
Worked remotely for Kathmandu based Educational Consultancy from New York as a part-time employee, was responsible for advising students about US college culture and helping them with the application process.
      * Co-ordinate between Students in Nepal and Colleges in the USA
      * Provided technical support for all admissions processes and ensured completion of international documents and accuracy of information
      * Assisted in applying for scholarships and providing needed information
      * Maintained College and Student data base
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Business Development / Marketing Intern : WANU Shopping, New York, New York (Nov 15 - Present)

      * Researching and identifying prospective Investors
      * Researching and identifying prospective vendors
      * Sending out mass emails to prospective WANU customer
      * Promoting WANU on social media

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Language : English, Nepali, Hindi, Tibetan, Urdu