

# Dhamzee Sherpa

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## TECHNICAL SKILLS

- \* HTML, CSS, Javascript, jQuery, Bootstrap, SASS, Rails, Ruby, GitHub, Git, Heroku Deployment

## EDUCATION

New York Code + Design Academy, New York, NY (2015)

- \* Web Development Intensive program

Graceland University, Lamoni, IA (2009)

- \* Bachelor of Arts - Economics + International Studies

Baruch College - New York, New York (2013 - still enrolled)

- \* Masters of Public Administration MPA (Higher Education Administration)
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## WORK EXPERIENCE

Domestic Placement Officer - S & D Nanny agency, Queens, NY  
(Dec 2012 - Jan 2014)

In charge of organizing, prioritizing, recruiting and placing the right candidate with the families in NY and NJ area. Ensuring that all administrative work is managed competently, and in accordance with the companies changing priorities and deadlines.

- \* Develop and locate client (families).
- \* Obtain and set up interview between applicants and families.
- \* Recruitment of nannies for the client .
- \* Extend employment opportunities to applicants.
- \* Prepare hiring authorities and applicants for interview process.
- \* Place qualified and ideal nannies with families in NJ and NY.

Study Abroad Advisor : Shambala Global Educational Consultancy,  
Kathmandu, Nepal (Nov 2010 - Sep 2012)

Worked remotely from New York with high school students in Nepal through web, responsible for counseling the students on study abroad program and preparing them to enter new culture.

- \* Coordinated between Students and Colleges in the USA, UK and Australia
- \* Provided technical support for all admission processes and ensured completion of international documents
- \* Supervised application procedures and ensured accuracy of information.
- \* Maintained Study Abroad data base and policies with regard to overseas recruitment.
- \* Outlined market briefs and managed region research.