

Dhamzee Sherpa

C: 347-536-9822. dhamtsik@gmail.com

EDUCATION

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

- * Web Development Program

Graceland University, Lamoni, IA (May2008)

- * Bachelor of Arts - Economics + International Studies

TECHNICAL SKILLS

- * HTML, CSS, Javascript, jQuery, Bootstrap, SASS, Rails, Ruby and GitHub

WORK EXPERIENCE

Domestic Job Placement Officer - S & D Nanny agency, Queens, NY
(2009 - 2013)

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 (2013-2014)

worked remotely for a Kathmandu based Education Consultancy from New York, was responsible for advising students about US college culture and helping them with the application process.

- * Coordinated between Students and Colleges in the USA.
 - * 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.
 - * Gathered inquiry, application and enrollment data and formulated statistical reports.
 - * Outlined market briefs and managed region research.
-

Language : English, Nepali, Hindi, Tibetan, Urdu.