ROBIN SHRESTHA
robinshrestha360@gmail.com

EDUCATION

Community College of Denver, GPA- 4.0/4.0   Denver, CO
Associate of Applied Science Degree   Fall 2019 - Spring 2022
University of Colorado Denver   Denver, CO
Bachelor's in Computer Science   Fall 2022- Present

PROFESSIONAL EXPERIENCES

R&N Liquor   09/2019- 05/2021
Retail Sales Representative
- Welcomed customer and helped complete purchases, locate items and join reward programs.
- Increased sales by offering advice on purchases and promoting additional products.
- Stocked merchandise, clearly labeling items, and arranging according to size or color.
- Issued receipts and processed refunds, credits or exchanges.
- Record reports, expense and sales document into digital database.

Volunteer   02/2019-09/2020
Home Care LLC
- Performed clerical duties such as filling, entering data into a computer on daily basis, answering phones, relaying messages, greeting visitors, photocopying, collation, faxing etc.
- Helped with paperwork coordination, such as tracking due dates, filing, and putting together annual consent packets.
- Assist clients and their families with administrative tasks.

Community Outreach & Advocacy Specialist   06/2018-02/2019
Empower Nepali Girls Organization
- Organized annual career conferences and college application workshops for young women
- Assisted in grant writing, fund raising, and facilitating presentation on annual budgeting

Web Developer and Designer
ArchieSoft Technology   03/2016-08/2018
- Maintained website and application, including content updates, debugging, feature enhancement, and regular update
- Mentored and taught 20 students from lower income housing about web design and web development

SKILLS

Technical: Web Development with Python & Django • Java Development • Graphic Design • Responsive Design • Creative Design • Git Version Control • Computer Troubleshooting • Adobe C6 • MS Office (MSWord, MS Excel, MS PowerPoint) • SEO

Social Media Platform: Facebook • Instagram • WordPress • Twitter • LinkedIn • Stack

Languages: • English (Fluent) • Nepali (Native) • Newari (Native) • Hindi (Proficient) • Korean (Basic)