Bibi Chhetri

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Education

Bachelor of Science in Computer Information Systems   Dec 2024
The University of Texas at Dallas, Richardson, Texas   **GPA 3.0**

Skills

Technologies: Microsoft suite (Word, Excel, PowerPoint), Google Drive (Docs, Spreadsheet, Slides)
Languages: Advanced Nepali
Applicable Coursework: Intro to Programming, Object-Oriented Programming, Database Fundamentals, Intro to Web Analytics, Information Technology for Business

Work Experience

Turtle Creek, *Dallas, Texas, Concierge*   Dec 2022 – Apr 2023
- Interacted with 50+ guests providing advice and guidance, showcasing exceptional communication, problem solving, and interpersonal skills.
- Addressed customer concerns and improved customer satisfaction by 100%.
- Identified and implemented new improvements in document management leading to 50% more efficient environment.

Shake Shack, *DFW Airport, Texas, Cashier*   Dec 2020 – Aug 2021
- Operated up to 250+ transactions in a fast-paced environment, contributing to a 10% increase in sales.
- Communicated daily with 100+ customers to establish a good relationship and offer great customer service to ensure 100% satisfaction.
- Implemented goal setting strategies through collaboration that resulted in customer satisfaction by 20%.

Organization & Leadership Experience

Program/Project Manager, *RGD, Dallas, Texas,*   Aug 2022 – Mar 2023
- Prepared and led 5 weekly meetings based on PowerPoint, providing updates, assigning tasks, and ensuring smooth operations.
- Acted as the primary contact for program-related inquiries, providing guidance and support to members.

International Network Program "INTER-NET," *Student Ambassador*   Sep 2022 – Nov 2022
- Conducted weekly global multicultural meetings with students from the USA, Poland, Brazil, and Taiwan, creating a platform for sharing their cultures, traditions, and experiences.
- Participated and achieved first place in an internationally focused Oxford debate by demonstrating strong research and critical thinking skills.

Nepali Student Association, *UTD- Sponsorship/Fundraising Coordinator*   May 2022 – Present
Sigma Sigma Rho Inc. *UTD- Marketing Head & Philanthropy Chair*   Dec 2022 – Present

Projects

Information Technology for Business, *UTD, Student*   Sep 2022 – Nov 2022
- Created basic visualizations in Tableau, such as bar charts, line charts, and pie charts analyzing sales data.
- Developed a basic understanding in Excel functions, formulas, and spreadsheet manipulation, skillfully utilized for analysis of a company's quarterly product sales data.

Web Development, *CodePath, Student*   Sep 2023 – Present
- Designing and creating responsive websites, drawing inspiration from popular websites, and focusing on user-centered design principles.
- Implementing interactive elements such as videos, forms, and animations to enhance user engagement and site functionality.