

Bhagwati K. Sapkota

2910 Heather Ct, Chesapeake Beach, MD 20732

Phone: 240 936 9391

Email: bhagwati.application@proton.me; bhagwatiksapkota@gmail.com;

LinkedIn URL: [linkedin.com/in/bhagwati-sapkota-932a4224b](https://www.linkedin.com/in/bhagwati-sapkota-932a4224b)

Professional Summary

As a projects manager at Outreach and Communication Center Pvt. Ltd. (OCC), I have been leading and coordinating various projects related to education, designing, art, communication, and product development support for over 11 years. I have a strong background in customer relation, documentation support, office administration, customer satisfaction, and team collaboration, as well as a bachelor's degree in management and education from Tribhuvan University.

I recently migrated to the US and I am looking for a career in a related field. I worked as an associate at Amazon to get familiar with the online retail, travel, and work culture in the new country. I learned new technologies, worked with the book section at Amazon, and learned how to extract and place material correctly using scanners and technical information. I am eager to learn, adapt, and grow in a dynamic and diverse environment, where I can leverage my skills and experience to contribute to the success of the organization and the community.

Education

Tribhuvan University; Kathmandu, Nepal; 2015

Bachelor of Education

Tribhuvan University; Kathmandu, Nepal; 1997

Intermediate in Business Administration

SSRDR Higher Secondary School

School Leaving Certificate; Dhanusa, Nepal; 1991

Work History

Project Manager

Kande Vyakur (Spiny Babbler), Teku-13, Kathmandu, Nepal

Start date 01 November 2020 – present

Supervisor, Sushma Bajracharya, Sushma.bajracharya@gmail.com, phone: 9851105224

For Elephants, with Stand Up 4 Elephants of Belgium. The project is implemented in Nepal and aims to engage young people from 25 districts in nature, conservation, and elephant related education.

- Role included photographic documentation and graphics designing including leaflets, posters and webpages

Unlimited Children, with PIN Nepal. The project is implemented in Nepal and aims to work with young people in multiple schools to encourage creativity and innovation in thinking and education.

- Role included photographic documentation and graphics designing including leaflets, posters and webpages

The role involves interacting with various schools, stakeholders, conducting events, coordination with staff, and media coordination to assure the best outputs for international and national organizations funding the not-for-profit.

Consultant, Projects and Products Manager

Outreach and Communication Center Pvt. Ltd., Teku, Kathmandu, Nepal

Start date 01 October 2012 – 30 October 2022

Supervisor, Amrit M. Tuladhar, amrit@muncha.com, phone: 9851031898,

- Managed UX/UI, audiovisual coordination, print media support for multiple international organization media products.
- Entered or cleaned data for production, implemented page layout for books and reports, made changes as per feedback provided, coordinated with printers, and assured quality. Products approved by Nepal Government's various departments and international development organizations including Room to Read, International Alert, Search for Common Ground, Save the Children and VSO International on behalf of Outreach and Communications Center Pvt. Ltd.
- Managed small education and awareness projects including partnerships with international development organizations including "For Elephants," "Unlimited Children," and "Everyone Campaign." The projects involved preparation of education material such as images, posters, leaflets, and invites; engaging with young people as well as experts in their fields.
- Provided administrative support as in assuring necessary pre-application legal documents were collected, quotations and samples were prepared, queries

for additional material from clients were responded to satisfactorily and throughout and the ending of the product or project, necessary documentation was supplied on a timely basis as needed.

Principal

Evolution High School (Simrik EM School), Sanepa-2, Lalitpur, Nepal

25 October 2012 – 25 October 2020

Supervisor, Pallav Ranjan, pallavranjan@gmail.com, phone: 9851153970

- Led innovative young people school program including hiring and training teachers and staff.
- Conducted parent-teacher-government and other stakeholder interactions.
- Provided administrative support as in assuring necessary pre-application legal documents were collected, and smooth day to day operation of the school.
- Led after school, weekend and holiday programs that saw participation of multiple children from leading schools of Kathmandu.
- Role included social media and media handling, photographic documentation and graphics designing including leaflets, posters and webpages.

Part-time store keeper for family-owned retail store

05 March 1993 – 07 September 2012

Supervisor, Mr. Ishwari Sapkota, father and owner

- My family owned a small store in Janakpur, Pidari Mai Than where I helped before and after work with selling, stocking, book keeping and other tasks.

Teacher

New English Secondary School, Janakpur, Dhanusa, Nepal

02 September 2010 – 09 September 2012

Supervisor, Mr. Amatya, Principal

- Taught Kindergarten to 2, General Knowledge, Social Studies, Science. Tasks included curriculum review, classrooms sessions, test paper preparation with feedback, grading of test papers, and parent interaction.

Teacher

Eureka Secondary School – Janakpur, Nepal

01 February 1995 – 31 August 2010

Supervisor, Mrs. Bharati Jha, Founder Principal

- Taught Kindergarten to 2, General Knowledge, Social Studies, Science. Tasks included curriculum review, classrooms sessions, test paper preparation with feedback, grading of test papers, and parent interaction.