

## Curriculum Vitae

### **Samikshya Thapa**

📍 Bhairabi Ga. Pa -04, Dailekh, Karnali, Nepal

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### **Professional Summary**

Creative and dedicated individual with hands-on experience in academic coordination, legal support, and civic engagement. Passionate about learning new tools and building meaningful solutions through teamwork and adaptability. Eager to join a dynamic environment where I can contribute actively and continue growing professionally.

### **Academic Qualification**

S.N	Degree	Board	Passed year	Grade	Division
1.	B.A.LL.B	P.U	5 <sup>th</sup> year	ongoing	ongoing
2.	+2	N.E.B	2020	A	Distinction
3.	SEE	Govt. of Nepal	2018	A	Distinction

### **Work Experience**

#### Intern - Peoples law chamber

#### Intern – YoungInnovations

Young Innovations, Lagankhel, Lalitpur

Kartik 2081 – Poush 2081

- Supported community and civic tech projects aimed at youth engagement and policy awareness.
- Worked on digital tools and social impact initiatives in collaboration with cross-functional teams

#### Intern – Legal Internship

High Court Patan, Lalitpur

Bhadra 2081 – Ashoj 2081

- Gained practical exposure to legal procedures and court operations.
- Observed hearings and assisted with case document handling and legal research.

#### Intern – LLM Program Coordination

Kathmandu School of Law, Dadhikot, Bhaktapur

Shrawan 2080 – Shrawan 2081

- Collaborated with faculty and administrative staff to support smooth operations of the LLM program.
- Assisted with academic event planning, student communication, and documentation.

- Contributed to an efficient and student-centered academic environment.

## **Skills**

### **Administrative & Coordination Skills and Technical Tools**

- Academic Program Support
- Event & Meeting Coordination
- Student Communication & Assistance
- Program Scheduling.
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Drive, Calendar)
- Zoom / Microsoft Teams

### **Soft Skills**

- Communication & Interpersonal Skills
- Organizational & Time Management
- Attention to Detail
- Adaptability & Problem Solving
- Team Collaboration

### **Leadership and extra-Curricular Experience**

- President of JCI junior for one period.
- Hosted and anchored in 20+ programs

#### **Additional Information:**

- **Nationality:** Nepali
- **Sex:** Female
- **Awards:** Best football player in KSL tournament
- Sushil Kedia inter-school girl's indoor cricket tournament 2018 gold medalist.
- A gold medal during the Kirtipur Badminton cup championship, 2073. (U-14)
- JCI Lubhu and JCI Lubhu Junior badminton 2020 gold medalist
- 1st Position in PABSON Level speech competition
- Other 30 + awards in school-level competition.
- **Languages :** English (Fluent), Hindi (Fluent), Nepali (Native)