

## **Format 1**

**LAST NAME, FIRST NAME**

complete mailing address, email@domain.com

### **EDUCATION**

M.A., Sustainable International Development, Brandeis University, The Heller School for Social Policy and Management, Waltham, MA, 2017

M.A., Anthropology, Tri-Chandra Multiple Campus, Kathmandu, Nepal, 2004

B.A., Humanities and Social Science, Damak Multiple Campus, Jhapa, Nepal, 2002

### **PROFESSIONAL EXPERIENCE**

**United Nations Development Programme**, *Programme Intern, New York, 2016-2017*

- Coordinated with UN agencies and NGOs for mainstreaming livelihood issues of indigenous and local communities.
- Reviewed proposals and nominations for UN Climate Change Conference and Equator Prize to recognize the nature-based solutions of indigenous and local people.
- Assessed Equator Prize case studies on food security and sustainable livelihoods to identify nearly 350 nature-based food security strategies around the world.
- Categorized hundreds of actions from National Biodiversity Strategic Action Plans (NBSAPs) and examined their contribution to SDGs.

**Public Welfare Society of Nepal, Jalapa, Khotang, 2004-2013**

*Social Mobilization Coordinator, Khotang, Nepal, December 2009-August 2013*

- Conducted strategic planning and M&E; raised awareness and trained community stakeholders for better access to services, resources, and assets.
- Designed, implemented, and monitored dozens of educational projects channeled through local government planning process that benefited 5500 marginalized households.

- Analyzed socio-economic context in Ramechhap, Okhaldhunga, and Khotang districts.
- Provided technical support to staff and liaised with government and stakeholders.
- Coordinated high-level visits and sharing workshops; prepared reports, advocacy notes, and issue papers.

*Project Coordinator/Researcher, Khotang, Nepal, 2008-2009*

- Designed research strategies and methodologies, including tools, and questionnaires.
- Planned and supervised 16 demo plots, including in public schools, to enhance alternative farming techniques and sustainable livelihood strategies.
- Organized training for staff and communities to localize the concept of climate change.
- Designed local adaptation plans to minimize the risks and impacts from climate alteration in agriculture.
- Lobbied local government to incorporate research findings into programs and policies.

*General Secretary, Khotang, Nepal, 2004-2008*

- Supported cohorts in designing strategy; liaised with government and stakeholders.
- Designed community development projects, training manuals, and M&E plan; emphasized participatory methods in planning, monitoring, and evaluation.
- Managed grants, reviewed project reports and prepared a compiled annual report.

## **Format 2**

### **LAST NAME, FIRST NAME**

**Jyoti Experimental Community-Managed Secondary School, Education Coordinator, Jalapa, Khotang, 2006 -2009**

- Managed administrative duties, designed and implemented school improvement plans.
- Strengthened community's ownership towards public education.
- Empowered ECD facilitators, teachers, SMC, and PTA members including communities through regular training and interactions.
- Implemented progressive school fees to enhance affordable education.

- Maintained effective coordination and worked closely with government counterparts and stakeholders.

**Jalapa Higher Secondary School, Sociology and Anthropology Teacher, Jalapa, Khotang, 2004-2007**

- Introduced interactive learning and research techniques into the classroom.
  - Trained, mobilized, and monitored 50 students every year.

**Center for Research on Environmental Health & Population Activities, Research Assistant, Kathmandu 2002-2003**

- Helped design research methodology, sample size, and questionnaires.
  - Interviewed 2000 people, including students, and conducted qualitative/quantitative data coding & analysis.
  - Disseminated research findings at different levels to enhance public awareness.

## **PUBLICATIONS**

“Pathways of Strengthening Food Security in Nepal: Lessons from Indigenous and Local Communities around the World,” M.A. Paper, Brandeis University, MA, April 2017.

“National Biodiversity Strategies and Action Plans: Natural Catalysts for Accelerating Action on Sustainable Development Goals,” Interim Report, *United Nations Development Programme*, Dec 2016, Researched under J. Ervin. UNDP, NY.

“Challenges of Early Childhood Development in Nepal” *Jyoti Secondary School Smarika*, No.1, March, 2013.

“Illness and its Rural Medication Techniques in Nepal,” *Khambuwanpatra*, No. 2, May 28, 2011.

“Development and the Role of Traditional Knowledge,” *Khambuwanpatra*, No. 9, Dec 19, 2011.

“Perception of Illness and Local Healing Practices: A Case Study of Rai People in Eastern Hill,” M.A. Paper, Tribhuvan University, Kathmandu, June 2004.

## **AWARDS**

Heller Merit Award, Brandeis University, 2016-2017.

Heller Annual Fund Awards, Brandeis University, 2016.

Conference Grant recipient, 2016, Brandeis University, for Global Health and Innovation Conference, at Yale University, April 2016.

## **LANGUAGES**

English (Excellent), Nepali (Excellent), Hindi (Intermediate), Newari (Basic), Maithili (Basic)