

# Nisha Pandey

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## SKILLS:

### Recruiting/Employment:

- Data entry, new-hire application processing, new-hire onboarding, training and orientations for interns and part-time employees
- Recruiting, hiring, interviewing, partnering with and presenting to colleges to find interns in Employment and

### Case Management:

- Consistently managed a case-load of over of 500 refugees
- 4 years' experience in case management and refugee resettlement for a large non-profit organization
- Assisted over 100 refugees in gaining employment through interview coaching, resume writing and job development
- Extensive knowledge in refugee resettlement laws and regulations

### Office Administration:

- High volume reporting, documentation, and file management
- Goal oriented and self-motivated with proven results
- Multi-lingual: English, Nepali, Hindi, Urdu (Fluent in all)
- Works well in a multi-cultural environment
- Office administration and customer service in a very demanding and heavily state and county regulated environment
- MS Office (Excel, PowerPoint, Word, Access Outlook)
- Ability to work any shift and travel when needed
- Works well under pressure with a consistent ability to meet deadlines
- Excellent written and verbal communication

## WORK HISTORY:

### Precision Link Translation Services, LLC

11/2012- Present

Interpreter and Translator

- Working for District Court, Hospitals in Nepali, Hindi, Urdu and Panjabi as an interpreter
- Working with Therapists for refugee home visits

### Colorado Access: Aurora, CO

06/2012-11/2012

Credentialing Coordinator

- Credentialing and Re-credentialing network providers
- Working with different Medical groups ( i.e. Exempla, Rose Medical group, Health One, Centura)
- Verifying Providers credentials
- Following up with Providers issues and collecting all the supportive documents and presenting it to the committee members

### Advantage Security Inc. Denver, CO

06/2010-06/2012

Front Desk/Security Officer

- Sign-in new visitors and verify identification badges

### Lutheran Family Services Denver, CO

03/2008-01/2012

Recruiter Assistant/Job Skills Trainer

- Recruit, interview, train, mentor and coach interns in Employment and Case Management Department
- Assist refugee clients with resume writing, interview coaching and assist with employment applications
- Assist refugees in seeking and obtaining employment through the instruction of an employment training class in order to attain early self sufficiency

Case Manager

- Resettlement of refugees and asylees
- Assisted clients with paperwork, cultural orientation
- Managed a heavy caseload along with administration, translation and inter-office communication
- Referred and transported clients to appointments
- Educated clients on immigration laws, cultural practices and self-sufficiency
- Built and maintained relationships with county and state workers including TANF, Social Security, Medicaid, and Department of Human Services etc...

**Ashley Manor Care** Denver, CO

**06/2007-02/2008**

House Manager

- Recruited, interviewed and assisted with new hire process

**Serenity Assisted Living** Denver, CO

**06/1999-06/2007**

House Manager

- Supervision, hiring and training of part-time employees

**EDUCATION:**

Padma Kanya High School-Kathmandu, Nepal  
High School Diploma-1996

Shanker Dev College-Kathmandu Nepal  
2 year Certificate with a focus in Commerce-1998