

PRABESH DEVKOTA

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CAREER STATEMENT

As a highly motivated individual having worked in the Project Management and Monitoring & Evaluation (M&E) fields, I have practical knowledge of project management, people management, service delivery, M&E tools, impact evaluation, in conducting field based surveys and broadly in the research area. I have designed and implemented M&E database and reporting systems on online platforms. In my current role at Cloudfactory, I manage multiple large and high review client accounts, with the objective to provide them a cloud workforce solution for machine learning and core business data processing.

KEY COMPETENCIES

- Project Management
 - Monitoring and Evaluation
 - Conducting Surveys and data analysis
 - Database Design and Management
 - Front End Analysis
 - Instructional Design
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PROFESSIONAL EXPERIENCE

CLOUDFACTORY

Kathmandu, NP

Delivery Team Lead- Delivery

November 2019- Present

- Coordinating with stakeholders and developing project scope, goals and deliverables
- Implementing strategies that will improve the throughput and/or quality of the project
- Resolving issues when they arise, and working to continually improve the service provided
- Coaching the team to manage client services better, in order to delight the client and our cloud workforce
- Developing progress reports regarding ongoing projects and possible obstacles facing a project
- Ensuring that the team is moving towards the overall bigger picture of why we do the things we do
- Coordinating team members to achieve objectives, while making sure they have the resources needed
- Empathizing with customer's while working cross-culturally with team members across the globe
- Assisting with operational and administrative duties
- Overall, balancing people management and service delivery

SYRACUSE UNIVERSITY PROJECT ADVANCE

Syracuse, NY

Graduate Assistant- Research and Evaluation

August 2018- October 2019

- Analyze data of students that have taken Project Advance courses (moving on from High School to Colleges and Universities)
- Identify where Project Advance needs to focus through pathway analysis
- Conduct program evaluation on the broad objectives of the center
- Conduct survey, research and evaluation work of the center

INTERNATIONAL CENTER FOR INTEGRATED MOUNTAIN DEVELOPMENT

Lalitpur, Nepal

Monitoring and Evaluation Associate- Strategic Planning, Monitoring and Evaluation Unit

March 2015- July 2018

- The process and progress monitoring of various interventions of the initiatives including SERVIR-Himalaya (USAID) and Kailash (GIZ/ DFID) initiatives
- Reviewed and collected all the ICIMOD initiatives documents. Also updated the SPM&E intranet page.
- Supported SPME in designing and implementing M&E system at initiative, program and institution level
- Summarizing and analyzing initiative partner reports
- Created initiative factsheets for all initiatives with the assistance of the respective programs
- Assisted in the design and testing of the Kailash initiative online reporting system
- Supported design and testing of the new M&E information system for ICIMOD. Entered real data for a few initiatives as part of system development
- Supported the designing and conducting of baselines, midlines, end lines and impact evaluations. Conducted field survey/assessments and data collection in different sites of Nepal
- Writing minutes and reports
- Worked on QQR documentation and reporting
- Organized Monitoring and Evaluation workshops and training's with local and international participants
- Dealt with SPME partners payments and financial reporting
- Supported work in the M&E portions of the LOA/LOI with partners
- Involved in developing and revisiting theory of change (ToC) through Participatory Impact Pathway Approach

- Consultant- Mountain Environment and Natural Resources Information System Division** April 2014- January 2015
- Worked on the finances of SERVIR Himalaya on a periodic basis
 - Assisted in the promotion and usage of ICIMOD's geo portal applications
 - The process monitoring of the unit and financial allocation
- Volunteer- Livelihoods** June 2012- August 2012
- Conducted research and assisted the team in the preparation of a framework for a business plan for a Common Facility Center (CFC)
 - Proposed Standard Operating Procedures for the CFC and documented the production and exportation of processed herbs from Nepal
- AMERICAN RED CROSS Syracuse, NY
Volunteer October 2013- January 2014
- Work on the accounts and payments for the Central New York Chapter of the American Red Cross
 - Assist in marketing and communication initiatives for special events, and in donor activities
- CLARK UNIVERSITY GRADUATE SCHOOL OF MANAGEMENT Worcester, MA
Student Consultant for ECI Biotech January 2013- May 2013
- Assist in negotiations for the companies co-branding efforts
 - Create a detailed marketing program with a focus on digital media
 - Making story lines for commercials
- Graduate Assistant at the Academic Affairs** January 2012- May 2013
- Work on projects and provide faculty support in filing data and database updating
 - Administrative support in areas like front office coverage
 - Proctoring examinations
- Computer Lab Assistant** August 2012- May 2013
- Oversee the computer lab and trouble shoot the hardware and software resources
 - Provide assistance with the Bloomberg terminals
- PEOPLE, ENERGY AND ENVIRONMENT DEVELOPMENT ASSOCIATION Lalitpur, Nepal
Project Office Assistant February 2009- April 2009
- Produced publicity materials targeting donors and funding sources for Pico Hydro Promotion Project's
 - Assisted in the finance and human resources activities

EDUCATION

- SYRACUSE UNIVERSITY SCHOOL OF EDUCATION Syracuse, NY
MS in Instructional Design, Development and Evaluation August 2019
- CLARK UNIVERSITY GRADUATE SCHOOL OF MANAGEMENT Worcester, MA
Master of Business Administration- Management & Sustainability May 2013
- TRIBHUVAN UNIVERSITY CENTRAL DEPARTMENT OF MANAGEMENT Kathmandu, Nepal
Master of Business Studies (First Year Completed) July 2011
- KATHMANDU COLLEGE OF MANAGEMENT Lalitpur, Nepal
Bachelor of Business Administration- Marketing August 2009
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RELEVANT COURSEWORK

Project Management, Strategic Management, Database Management System, Management Information System, Statistics, Economics, Managerial Communication, Marketing Research, Managerial Finance, Digital Media Production, Instructional Design & Development, Techniques in Educational Evaluation, Analysis for Human Performance Technology Decisions

RELEVANT TRAINING

- Applied Econometrics for Practitioners- World Bank
- Designing, Managing and Undertaking Impact Evaluations- 3ie
- Course on Impact Evaluation- IFMR LEAD

March 2018
September 2017
January 2017

SKILLS

Languages: English (Fluent), Nepali (Native), Hindi (Advanced), Urdu (Beginner), Bengali (Beginner)

Computer: Technically Proficient in MS Windows, MS Office (Word, Excel, PowerPoint, Access, Visio, Publishing), Google Suite (docs, sheets, data studio, slides), Adobe Photoshop/Illustrator/In-design/Dreamweaver, QBASIC, Bloomberg, Arc GIS, IDRISI, Oracle, SQL-Server, HTML, Java, Stata, SPSS, WordPress, Articulate 360, Qualtrics, TalentLMS, Power BI, Click-Up

INTERESTS

- Reading about current affairs, history & human evolution
 - Swimming
 - Cycling
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AWARDS

- Received Clark University Graduate School of Management tuition scholarship.
- Phi Beta Delta International Honor Society for Academic Excellence Inductee