

# DAWA F. SHERPA

## EDUCATION

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- George H. W. Bush School of Government and Public Service at Texas A&M University, College Station, TX**  
Master of International Affairs - International Development & Economic Policy Track May 2023
- Berea College, Berea, KY**  
Bachelor of Science in Business Administration, Concentration in Accounting and Finance May 2016
- Cottey College, Nevada, MO**  
Associate in Science, Concentration in Accounting May 2013

## RELEVANT COURSEWORK

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- Great Famines, War, and Disaster Response
- Quantitative Research Method I & II
- International Economic Development
- International Organizations
- International Finance
- Women, International Development, and Environmental Conflict
- World Regional Geography
- International Politics in Theory & Practice
- International Marketing

## SKILLS AND CERTIFICATION

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- Languages:** Fluent in Nepali, Hindi, and Urdu
- Computer applications:** Microsoft Suite, Adobe Photoshop, QuickBooks, TurboTax, WordPress
- Statistical Tools:** Stata and RStudio
- Tutor training certificate:** College Reading and Learning Association (CRLA) Certified Tutor

## INTERNATIONAL EXPERIENCE

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- Study Abroad Semester in Spain** September 2014 – December 2014  
*Pablo de Olavide University* Seville, Spain
- Volunteered weekly as an English Teaching Assistant at Colegio San Antonio Maria Claret.
  - Completed one semester of coursework in International Business and Hispanic Studies.
- Cottey College Experiential Learning Trip to Italy** March 2013  
*Step into the World: Italy Program* Florence, Italy
- Spent two weeks in Florence, Italy learning about Italian art, history, and culture.
  - Completed a basic course in Italian language in preparation for the program.

## EXPERIENCE

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- Assistant Controller (40 Hours/Week)** February 2019 – April 2021  
*CBRE Group, Inc.* New York, NY
- Performed intensive review of monthly property reports for 35+ properties and 12+ joint ventures.
  - Prepared periodic financial statements and assisted with tax preparation and audit review.
  - Reconciled daily trial balances and investment positions for four real estate funds.
  - Generated investor notices related to capital contributions and distributions.
  - Maintained daily communications with clients regarding fund activities and production calendars.
- Senior Audit Associate (40 Hours/Week)** September 2016 – November 2018  
*KPMG LLP* New York, NY
- Served as in-charge and key staff for audits of three private and one public funds.
  - Conducted risk assessment procedures and various substantive testing to ensure the operating effectiveness of internal controls and accuracy of financial reports.
  - Planned audit cycles and conducted weekly meetings with team members and clients.
  - Performed budget analysis periodically to manage client fees and record out of scope estimated fees.
  - Reviewed client documents such as prospectuses, partnership agreements, and management meeting minutes.

**Teaching Assistant – Accounting and Finance** (15 Hours/Week) January 2015 – May 2016  
*Business and Economics Department, Berea College* Berea, KY

- Assisted professors with necessary course materials and class preparations.
- Conducted study sessions for classes ranging from 15-30 students prior to exams.
- Graded assignments and exams while reporting student progress to professors weekly.
- Held office hours to help business students with assignments and projects, in addition to tutoring students in private as requested.

**Tax Affairs Analyst Intern** (35 Hours/Week) May 2015 – August 2015  
*Greater Boston Legal Services* Boston, MA

- Prepared and filed federal and state tax returns, amended individual tax returns, and identified tax saving opportunities for clients.
- Maintained communications with clients, tax authorities, and related third parties to gather necessary documents to solve tax disputes.
- Educated clients regarding various tax credits: Earned Income Credit, American Opportunity Tax Credit, and Child Care Credit.
- Researched various tax policies to assist the legal team with ongoing client cases.

## **LEADERSHIP, SERVICE, AND HONORS**

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**Volunteer** Spring 2016  
*VITA Tax Clinic – Berea College* Berea, KY

- Assisted lower income families with filing tax returns.

**Volunteer** Spring 2015  
*Asian Student Association – Berea College* Berea, KY

- Organized three fundraising events to support victims of the 2015 earthquake in Nepal.

**Student Ambassador** Fall 2012 – Spring 2013  
*Golden Key Honors Society – Cottey College* Nevada, MO

- Facilitated 12 college tours and hosted 10+ campus weekends for prospective students and visitors.

**Treasurer** Spring 2012 – Spring 2013  
*Phi Theta Kappa Honor Society – Cottey College* Nevada, MO

- Planned marketing and project budgets for five book drives and two memorial runs.

**Team Leader** Spring 2012 – Spring 2013  
*Leadership Experience Opportunities (LEO) – Cottey College* Nevada, MO

- Participated in various bi-weekly volunteer projects, leadership trainings, and field trips.

**Volunteer** Spring 2012  
*Join in for Joplin (Tornado Relief Project) – Cottey College* Joplin, MO

- Collaborated on a clothing distribution project for 30 families affected by the 2011 tornado in Joplin, MO.

**Executive Officer** Fall 2011 – Spring 2013  
*Phi Beta Lambda (PBL) Business Honor Society – Cottey College* Nevada, MO

- Conducted weekly meetings to build engagement among business students and discuss the latest developments in various business industries.