#16A 26, Sukhbaatar District, Ulaanbaatar, Mongolia

+976 99616676 libguun3@gmail.com

*Focused Translator and Reviewer with highly developed understanding of English language and culture. Skilled in quickly and accurately translating written documents and audio recording, as well as reviewing work of other linguists. Over 5 years of related expertise.*

**EDUCATION**

Associate of Arts – German translator

University of the Humanities 2010-2014

Master’s degree – Foreign relations

University of the Humanities 2014-2016

**SKILLS**

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| * Fluent in English
* Translation
* Editing
* Cultural expertise
* Document review
* Proofreading skills
* Data Entry
* Budgeting and Allocation 
* Market Positioning
* Business Operations
* Grammar understanding

**WORK HISTORY** | * Fluent in English
* Translation
* Editing
* Cultural expertise
* Document review
* Proofreading skills
* Data Entry
* Budgeting and Allocation 
* Market Positioning
* CAT tools
* Microsoft office
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Khamag Mongol project - Translator, reviewer

Ulaanbaatar/ 2019 March until now

* Reviewed work of other linguists for accuracy of content and quality of written expression.
* Interpreted conversations, interviews, conferences and interviews using various methods to preserve original intent.
* Translated and reviewed foreign language documents and identified and extracted information.
* Performed extensive research in Russian and English to validate data.
* Quickly scanned and processed large amounts of material in English to produce clear, concise reports.
* Translate and prepare news for the website.

BSB Group – Marketing manager, translator

Ulaanbaatar/ 2017-2019

* Developed and implemented favorable pricing structures balancing firm objectives against customer targets.
* Improved product marketing objectives by constructing communication initiatives and branding strategies to increase client outreach.
* Developed creative sales tools, including presentations, trend reports, kitted assets, and product data sheets.
* Capitalized on industry and marketplace trends to strategize solutions and enhance business operations.
* Translated documents from English to Mongolia.

EFES GROUP – Translator, marketing manager

Ulaanbaatar/2016-2017

* Translated and prepared all neccessary materials for marketing purpose.
* Provided oral translations and interpretations for foreign clients during work events, successfully maintaining pace with native speakers to deliver real-time comprehension.
* Provided verbal summaries of non-English documents for immediate use.
* Developed creative sales tools, including presentations, trend reports, kitted assets, and product data sheets.
* Worked closely with all product development departments to create and maintain marketing materials for sales presentations and client meetings.
* Consulted with product development teams to enhance products based on customer data.

MONCERTF - Translator

Ulaanbaatar 2017

* Attended training programs to improve professional knowledge and interpretation skills.
* Monitored social media and online sources for industry trends.
* Translated and reviewed all neccessary materials from English to Mongolian.
* Spotchecked translated materials.

MOLOR TV – Translator, reviewer

Ulaanbaatar 2016-2017

* Translated all neccessary materials from English to Mongolia.
* Reviewed all news and materials prepared by journalists to spot and correct errors in punctuation, grammar and translation to publish on the website.
* Replicated flow, style and overall meaning of original texts.
* Provided verbal summaries of non-English documents for immediate use.
* Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately.
* Applied cultural understanding to discern specific meanings beyond literal written words.
* Reviewed work of other linguists for accuracy of content and quality of written expression.
* Maintained strong knowledge of basic IT related terminology to better understand services and procedures.

NTN TV – Reviewer

Ulaanbaatar 2015-2016

* Reviewed work of other linguists for accuracy of content and quality of written expression.
* Created data-based experiments on test subjects to transform learning methods.
* Researched foreign and domestic websites.
* Translated and reviewed foreign language documents and identified and extracted information.