**Curriculum Vitae**

Dejidmaa Galbadrakh

2nd Khoroo 11-18 Khan-Uul District UB, Mongolia

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***Personal information:***

Date and place of birth: March 20, 1979, Gobi-Altai province

Citizenship: Khalkh, Mongolian

Gender: Female

Marital status: Single

***Career objective:* Freelance Translator /English-Mongolian & Mongolian-English/**

***Employment history:***

**Frealance Translator in domestic and foreign companies** June 2011-Present

**Gatsuurt Project – “Centerra Gold Mongolia” LLC**

**Position:**

Project Administrator and Translator July 2009-May 2011

* Act as site focal point for all project activities.
* Provide verbal and written translation as required.
* Project liaison and record keeping with regard to Human Resources, Administration, Subcontractors and Training issues.
* Record and copy minutes of Project meetings.
* Assist in consolidation of weekly and monthly reports.
* Send and receive invoices, contract documents etc related to the project to UB Administration.
* Maintain Project consumables and stationary.
* Assist Manager-Gatsuurt Project and Project General Foreman regarding camp accommodation requirements.
* Maintain a safe and tidy workplace.
* Monitor personnel roster, timesheets, on-site transportation, courier bus schedule and inventory.

**Boroo Gold Company**

**Position:**

Training Clerk and Traslator July 2008 to June 2009

* Provide verbal and written translation.
* Consolidate and summarize trainers’ monthly reports and forward to the Training General Foreman and relevant department heads.
* Update training data sheet and tracking information in the computer.
* Create employee training history on Ellipse system.
* Complete all reporting and filing requirements.
* Perform other duties as assigned.

**ACTION CONTRE LA FAIM, French NGO**

**Position:**

Translator May 2008 to July 2008

**Santis Educational Services, American-Mongolian Joint Venture**

**Position:**

English teacher August 2005 to March 2008

* Teaching English Grammar in all levels including Toefl.
* Teaching Mongolian Language for foreigners.

**Secondary school#38, Bayangol District, Ulaanbaatar**

**Position:**

English teacher 2004 to 2005

***Education:***

Since 2011 Studying Online to obtain Bachelor Degree in Business Administration.

2011 One month course in Stockkeeper and Accountant, Magic Choice Training Center.

2007 One month certificate course in Basic Bookkeeping Level I and II (Academy of Learning, Canada) at the School of Economic Studies, National University of Mongolia.

2006-2007 One year course in Foreign Trade Manager, Foreign Trade and Business Training Center of MNCCI.

1997-2001 Russian-English teacher, The National University of Mongolia, Branch in Khovd.

1987-1997 The secondary school#2, Gobi –Altai province.