**Enkhbold Ragchaabazar**

**(Р.Энхболд)**

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**Qualifications :**

* Excellent command of written, formal and informal English
* Extensive experience working with foreigners
* General computing and word processing skills

**Professional Experience:**

2012-2014 **Para-legal and client service manager for “Murcada Mongolia” LLC, US-based law venture**

 Daily office deals with Mongolian and foreign clients, processing of legal documents, drafting contracts

 and translation

2011 **English-Mongolian written translation on-call basis for “Oyu Tolgoi” LLC**

Translation service from English into Mongolian and vice versa under 3-month service contract

2006-Present **English translator for “BOTU GAL” Translation Office**

**Foreign Volunteer Program Manager**

 Reforestation of Northern Khentii(RNK- [www.treetour.org](http://www.treetour.org))

 Enlightenment Informal EducationCenter

 Umnudelger Soum, Khentii Aimag

Developing foreign volunteer involvement in community reforestation

 project; translation of official documents, letters and grant proposals.

2005 **English Language Translator, Mongolian Language and Culture Teacher**

Cultural Restoration Tourism Project(CRTP- [www.crtp.net](http://www.crtp.net))

Baldan Baraivun Monastery, Umnudelger Soum, Khentii Aimag

Erdene-Zuu Monastery, Kharkhorin Soum, Ovorkhangai Aimag

Shankh Monastery, Kharkhorin Soum, Ovorkhangai Aimag

 Daily translations for project managers, technical staff, foreign

 volunteer tourists and for Buddhist monks.

2004-2006**Tutor of Mongolian Language and Culture**

For American Peace Corps Volunteer teacher Laura Bradley

Umnudelger Soum, Khentii Aimag

Chosen as an official counterpart to Peace Corps Volunteer teacher.

2004-2006 **English Language Teacher**

11-Year School, Umnudelger Soum, Khentii Aimag, Mongolia

Instructed university-bound students; created specialized English study room with full collection of learning materials through a grant from the US Embassy, cooperated with Peace Corps Volunteer teacher to build Information and Technology Room Project and Sewing Machine Project for the school through a grant from the Wheat Fund and Partnership Program, American Peace Corps

**Education:**

 2002 **BA, English and Russian Language Teaching**

University of Humanities, Ulaanbaatar

2015 **BA in Law**

Shihihutug Law Institute, Ulaanbaatar

My references and certificates are available in originals upon your request.