LKHAMAA YONDON

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* **Excellent interpersonal**, communication, report writing, and presentation skills.
* **Proven capacity to analyse problems** and produce solutions.
* **Excellent organisational skills** with an ability to meet deadlines and delegate appropriately.
* **Proven ability of working in a team environment** with willingness to contribute to the team for achieving goals.
* **Leadership skills with the ability to inspire** others to expand their knowledge and excel in their academic life.
* **Broad experience and well developed skills** in writing especially in Mongolian, content development, delivery of training programs, and its improvements.
* **Good experience in engaging with international and state organizations**

**AREAS OF SPECIALISATION:**

* Education
* Translation (English & Mongolian)
* Teaching English as Foreign Language (TEFL)
* Project management

**EDUCATION:**

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| **Year** | **Institutions/University** | **Level** | Subjects |
| 2011 | Boston University, USA | Hubert Humphrey Fellowship | ESL Methodology  Intercultural Education  Leadership |
| 2007 | University of the Humanities, Mongolia | M.A. | Linguistics  Education |
| 2004 | National University of Mongolia, Ulaanbaatar | Diploma | Teaching of English Language |
| 2003 | National University of Mongolia, Ulaanbaatar | B.A. | Linguistics, Methods of Teaching Language and Literature (1st class 1st) |
| 2002 | Tokyo University of Foreign Languages | Certificate | Language, Linguistics and Culture |
| 1998 | High School – 40 | High School Certificate | Language, Mathematics, Science, Literature (1st class 1st) |

**PROFESSIONAL EXPERIENCE:**

2017/10 to date: Specialist external partnerships, Oyu tolgoi LLC

* Ensure effective partnership with external organizations by building credibility
* Ensure companies reputation among public through successful implementation of CSR projects
* Bridge Government of Mongolia with the company through effective communication
* Lead partnership projects sharing best practices existing in the company

2017/03-2017/10: HR Business partner, Oyu tolgoi LLC

* Support functional areas on HR related matters
* Help implement strategy for capability development through talent strategy

2012/03 to 2017/03: Advisor/Specialist training, Oyu Tolgoi LLC

* Implementation of educational programs & develop strategy for preparing future talents (scholarships, internship, YDP, and KB school development project)
* Assessment of training programs and participants
* Ensure continuous improvement of training content and delivery techniques
* Build and maintain credible relationship with key stakeholders

2005/08-2012/03 Senior Lieutenant and Lecturer of TEFL, Police Academy of Mongolia

* Development and evaluation of training materials
* Teaching of English to law enforcement officers and evaluation of their progress
* Translation of legal documents
* Organization of conferences, workshops, and tailored trainings for targeted groups

2003-2004 Part time English lecturer, University of Science and Technology

**AWARDS AND ACHIEVEMENTS:**

2019 Honorable credential from National Police Agency on successful organization of Road Safety campaign organized nationwide

2019 Best Initiative Award from Unplug event for the recognition Road Safety influential campaign

###### 2010/2011 Hubert Humphrey Fellowship, Awarded by Institute of International Education (IIE) and U.S. State Department

###### 2001 Japanese Government Scholarship, exchange student at Tokyo University of Foreign studies

###### 2001 Best Student Award of National University of Mongolia

### 1999 Hasabe Foundation Scholarship for academic excellence

### 1998 Bronze Medal, National Olympiad of Mongolian Language

###### 1998 Best Student Award of High School #40.

**COMPUTER SKILLS:** Proficient in office programs

**FAMILIARITY WITH LANGUAGES***:* Mongolian (Native), English (advanced), Japanese (conversational)