

BILGUUN (BILLY) ALTANTULKHUUR

billy.altantulkhuur@gmail.com • 773-226-3653 • linkedin.com/in/billyaltantulkhuur

EDUCATION

Pomona College – Claremont, CA

May 2022

Bachelor of Arts, Economics

- **GPA:** 3.50/4.00
- **Relevant Coursework:** Applied Econometrics, Behavioral Economics, Corporate Finance, Economic Statistics, Health Economics, Macroeconomic Theory, Managerial Accounting and Financial Analysis, Microeconomic Theory, Intro to Computer Science (Python)
- **Awards:** Questbridge Scholar Match Student (full 4-year merit scholarship), CSCAA Scholar All-America Team

EXPERIENCE

Walker Wilcox Matousek LLP – Chicago, IL

July 2021 – Present

Clerk

- Assemble case materials by collecting, organizing, and summarizing information, legal documents, and reports
- Assist the attorneys by drafting correspondence, billing, data entry, and filing digital and physical documents
- Maintain stock and distribution of office supplies and materials

Blend – San Francisco, CA

September 2019 – December 2019

Marketing Intern

- Utilized marketing and CRM software (Salesforce and Marketo) to manage online records of contact details, field event information, and business opportunities in the pipeline
- Performed market research on new business lines (auto and student loans), created recommendations for demand generation team
- Cleaned and analyzed lead lists and spreadsheet data (Excel), generated tables and reports for presentation (PowerPoint)
- Gained understanding of B2B marketing and sales processes and functions through 10 one on one meetings with team members

Pomona College Asian American Mentoring Program – Claremont, CA

August 2018 – May 2019

Mentor

- Guided and supported a group of 10 first year students who identify as AAPI through weekly check-ins and monthly socials
- Coordinated logistics for 2 off-campus retreats averaging 60 attendees; budgeted, collected, and allocated food, facilitated communication between committees
- Collaborated with other on-campus student organizations in event planning for over 300 students

LEADERSHIP AND ACTIVITIES

Pomona-Pitzer Swimming and Diving Team – Claremont, CA

September 2019 – May 2022

Captain

- Coordinated bonding activities and budgeted team funds
- Competed in 1- and 3-meter diving meets at the conference and regional levels
- 2018 and 2019 SCIAC Southern California Intercollegiate Athletic Conference (SCIAC) team champions

INTERESTS AND SKILLS

- **Skills:** Excel, SQL, Python, Microsoft and Google Suite, Salesforce, STATA
- **Languages:** French (intermediate), Mongolian (conversational)
- **Interests:** Tennis, weightlifting, finance