

# ENKHZAYA BATMAGNAI

La Jolla, California | (415) 813-0340 | ebatmagnai@ucsd.edu | [bzaya2006@gmail.com](mailto:bzaya2006@gmail.com)

## EDUCATION

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**University of California, San Diego, La Jolla, CA**

2028

*BA in Political Science - Public Law, Minor in Urban Studies and Planning*

*Relevant Courses:*

**POLI 10:** Policy analysis and critical thinking. Developed the ability to analyze the structure of political institutions and evaluate policy from a critical, systemic perspective.

**CAT 2:** Analytical Writing & Communication. Honed advanced academic and professional writing skills through argumentative and research-based essays, ensuring clarity and organization in all documentation.

**USP 2:** Community and Social Dynamics. Gained foundational knowledge of urban planning, resource distribution, and the social structures of diverse communities.

**Lower-Division Korean Course:** Intercultural Communication. Enhanced cultural literacy and understanding of non-Western communication styles, vital for engaging with diverse populations.

**George Washington High School, San Francisco, CA**

2024

*High school diploma, GPA: 3.95*

## WORK EXPERIENCE

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**UCSD Housing, Dining and Hospitality, La Jolla, CA**

10/24-06/25

*Food Handler*

- Perform general kitchen duties to include: bussing, stocking, dishwashing, operating all kitchen equipment and proper cutting, slicing and chopping techniques
- Provided culinary assistance to Career Food Service Staff and excellent customer service
- Work collaboratively with a team of co-workers to prepare and serve food and beverages at various stations throughout the restaurant

**Little Stars Day Care, San Francisco, CA**

01/20-06/25

*Assistant teacher*

- Facilitate children's daily routines including meals, naps and activities
- Engage in reading, playtime, and interpersonal development
- Foster nurturing and structured environments for a class of 6-10 youth

**Heart In Motion Non-Profit Organization, San Francisco, CA**

07/22-12/23

*Junior Coordinator*

- Trained new interns, led lessons on the organization
- Coordinated events including marathons and food banks, logging 100+ volunteer service awards
- Promoted from intern to junior coordinator through active participation and dedication

**Mayor's Youth Education and Employment Program, San Francisco, CA**

06/23-08/23

*Intern/ Bakery assistant*

- Assisted with food preparation, cleaning and maintaining hygiene standards
- Contributed to website content and visual updates
- Developed communication and time-management in a small business setting

## SKILLS AND INTERESTS

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- **Language Skills:** Mongolian (fluent), English (fluent), Korean (intermediate)
- **Software Skills:** Google Docs, Sheets, Slides, Drive, Calendar, Sites, Canva
- **Certificate of Special Recognition, Student Legal Services**
- **Other interests:** Video blogging and digital media creation; Competitive and recreational badminton