

Tamiraa Sanjaajav

860-301-4924 | tsanjaajav@wesleyan.edu | [linkedin.com/in/tami-san](https://www.linkedin.com/in/tami-san) | [Portfolio](#)

EDUCATION

Wesleyan University

Middletown, CT

Major: Computer Science and Economics / **Minor:** Global Engagement

May 2027

Relevant Coursework: Algorithms and Complexity, Artificial Intelligence, Computer Networks, Intercultural Communication

EXPERIENCE

Project Manager Coordinator

October 2023 – Present

University Communications Center

Wesleyan University

- Optimized workflow by standardizing request forms, reporting processes, workflow templates and monitoring success metrics such as on-time delivery using Python and Excel dashboards
- Configured and supported 400+ projects, collaborating with cross-functionals teams of designers, content creators, and technical staff, to ensure smooth end-to-end project tracking on Adobe Workfront
- Managed users and access levels and created documentation for establishing streamlined project collaboration

Project Lead

September 2022 – Present

UN Association

Ulaanbaatar, Mongolia

- Awarded UNA Rising Star Award for leading operational execution of Mongolia's first "Junior Rangers" environmental education program, coordinating across partners including the Australian Embassy, National Garden Park, and National Botanic Garden from designing curriculum to coordinating leading industry expert talks
- Managed fundraising efforts securing 20M tugriks (\$5,900 USD) and 16M tugriks in sponsored services while maintaining stakeholder communications with government agencies such as Ministry of the Environment

Designer and Coordinator

January 2022 – August 2024

American Corner

Ulaanbaatar, Mongolia

- Built Figma design systems and brand guidelines for 6 youth community programs serving 2,000+ participants
- Launched weekly Creative Writing Workshop reaching 900+ students over 2 years leading 10+ volunteers
- Designed promotional materials, hosted Figma training workshops for 3 provincial branches, and created learning resources for interns while managing stakeholder feedback and program requirements

Operations and Digital Manager

May 2022 – August 2025

Ashley Furniture Store

Ulaanbaatar, Mongolia

- Managed digital transformation for family-owned business, coordinating international software engineering team and marketing specialists to deliver Shopify e-commerce platform optimized for SEO and customer experience
- Contributed to 200% YOY sales growth by partnering with ownership on business decisions including hiring marketing staff, training employees on new systems, and implementing digital-first sales strategy

PROJECTS

Tuuri | Javascript, NextJS, PixiJS, ThreeJS

April 2021 – April 2023

- Developed web application for learning Mongolian history through interactive 3D/2D spinning wheel timeline
- Earned 2nd place at Nest Hackathon and collaborated with NITS history professors to source history content
- Designed custom backgrounds with parallax effects using Adobe Illustrator, Figma, Contentful CMS, and Javascript (PixiJS) to enhance user engagement and visual storytelling

Nomadvocate | Essay writing program

May 2024 – August 2024

- Secured \$5,000 in funding to launch English essay writing program for underprivileged youth in Mongolia
- Trained 30 youth leaders on critical thinking and advocacy skills, equipping them to impact their respective communities of 200+ people through leadership roles
- Coordinated partnerships with Amnesty International and American Corner to deliver 12 classroom sessions, 2 office tours, and graduation ceremony

TECHNICAL SKILLS

Languages and Frameworks: Python, C/C++, JavaScript, HTML/CSS, Flutter, React, Node.js, Flask, tailwindcss

Design and Management Tools: Git, Figma, Adobe Workfront, Notion, Adobe Illustrator

Analytics: Excel, Tableau, pandas, NumPy, Matplotlib, Meta Business Suite

Languages: German (B1), Chinese (A2), Tamazight (A1), Mongolian (native), English (TOEFL 112/SAT 1550)