

SHUR BATMUNKH

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EDUCATION

University of California, Berkeley

Expected Graduation: May 2018

Bachelor of Science, Business Administration | Walter A. Haas School of Business

GPA: 3.5 / 4.0

Relevant Coursework: Principles of Business, Introduction to Economics, Microeconomic Analysis, Macroeconomic Analysis, Analytic Geometry & Calculus, Introduction to Probability & Statistics

WORK EXPERIENCE

Mongolia Foundation | Executive Assistant | Berkeley, CA

January 2015 – Present

- Partnered with UC Berkeley professor to reintroduce Mongolian studies program at UC Berkeley after a 19-year hiatus and achieved a Certificate of Appreciation for my contribution
- Recruited 20 volunteers for a Mongolian cultural dinner and delegated their responsibilities
- Represented Mongolia Foundation at art exhibitions, fundraising events, and conferences
- Established organization's website and Facebook page, which has 700+ likes

Oakland Ice Center | Skate Guard, Pro Shop Attendant | Oakland, CA

October 2015 – Present

- Provided immediate medical treatment in the case of injury
- Oversaw operations in the Pro Shop, including sharpening blades, fitting skates, fulfilling custom orders, and stocking inventory
- Earned a 100% rating for customer service from a secret shopper

Hinsdale Bank & Trust Company | Full-Time Seasonal Teller | Hinsdale, IL

July 2014 – January 2016

- Managed a cash drawer with a daily balance of \$10,000
- Interacted with 100+ customers daily to provide financial transactions such as cashier's checks, traveler's checks, foreign currency, tax payments and gift cards
- Verified cash amounts of customer transactions, as well as cash shipments between the bank and the Federal Reserve Bank

LEADERSHIP EXPERIENCE

Cal Figure Skating Team | Recreational Team Chair, Safety Officer

August 2014 – Present

- Finished 1st Place for Pre-Juvenile Ladies at Tiger Challenge (2015), Best Sports Club of the Year (2015)
- Established a mentorship program to choreograph competition routines for recreational team members
- Expanded fundraising efforts resulting in an attendance of 100+ participants to our Skate Night
- Transformed the organization to double the number of active members

Latino Business Student Association | Professional Development Intern

September 2015 – Present

- Created and presented a workshop on navigating Callisto, UC Berkeley's career site
- Constructed weekly dynamics for LBSA workshops to challenge and engage members

Golden Bear Recreational Center | Gymnastics Instructor

November 2014 – October 2015

- Created lesson plans and coached students ranging from 3-15 years of age at various skill levels

SKILLS, INTERESTS, AND AWARDS

Languages: English (Native), Mongolian (Intermediate), Spanish (conversational)

Skills: Proficient in Microsoft Office, CPR/AED Certified, First Aid Certified

Awards: Deloitte Envision Leadership Conference (2016), Deloitte Dare to be Prepared Case Simulation (2015), 2nd Place Golden Bear Skate (2016), 1st Place Tiger Challenge (2015), Mongolia Foundation's Certificate of Appreciation (2015)

Interests: Figure skating, hockey, gymnastics, running, health & safety, making smoothies