

MUNKHJARGAL JAMBALSUREN

EDUCATION

- Bachelor's Degree (Cum Laude) in Business Administration, University of Washington, United States

EXPERIENCE

2017, August to the beginning of July 2018, Intercultural Coordinator (event planning, organizing, leading, and advertising), University of Washington Bothell

- Created and organized 1 individual event and 1 passive event per quarter
- Collaborated with multiple organizations within the campus to create large-scale multicultural events such as Global Connection, Lunar New Year, and Spring Fest.

-Volunteered many times to other projects to bring a better experience to the student life and improved my skills

- Involved in the hiring process of assistant program manager as well as new student employees by giving critical professional feedback and interviewing

2017, Fall quarter, International Student Ambassador and Administrator, University of Washington Bothell

- Attend and provide assistance at international transfer/resource fairs at community colleges, high school, and ESL
- Answer inquiries from prospective students and applicants via email, phone, and Skype
- Provides campus tours for prospective international students and guests visiting campus
- Organize and track school visit schedule and other recruitment activities
- Prepare school visit materials and create marketing materials
- Reach out to incomplete applicants and prospective students
- Plans, promotes, and facilitates quarterly programs for international students
- Provide administrative assistance as needed such as answering emails and phone calls and refer students to appropriate resources if needed
- Act as a front-desk person of the office to greet visitors and facilitate office activities
- Complete necessary paperwork and reports in a timely manner
- Provide general office support as needed

2015, September to September 2016, Sales Associate & Cashier, Marshall's (TJX company)

- Assist customers with great customer service
- Scan items when customers checkout
- Work with the team to reach the weekly and monthly goals
- Do projects for new events

CONTACT

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SKILLS

- Able to work well independently or in a group setting
- Uses logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problem
- Highly dependable
- Go-getter
- Efficient in Microsoft Office programs
- Learns quickly

VOLUNTEER EXPERIENCE

- ISOP, Talent show, Math Learning center as a tutor, Global showcase, Sun festival
- Mongolian Youth Union of Seattle (Marketing lead for the first year and Advisor for the second year)
- MNG Summit - Career fair (in an organizing team for past 2 years)

PROFESSIONAL EXPERIENCE

- Shoreline C.C. DECA Club (1st place in emerging technologies at Pacific Northwest conference & placed top ten in ICDC (International Career Development Conference))
- Worked on the email campaign marketing for Seattle Sounders - BBUS 421
- Did business consulting for Safegard Classes Online, which was an online educational company - BBUS 491
- Marketing research for Molbak's Garden + Home - BBUS 423
- Global research on Nike - BBUS 480