

MJ NYAMDAVAА

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PROFESSIONAL SUMMARY

Computer Information Systems student with hands-on experience in web development (HTML, CSS), data analysis, and systems design. Proven track record in project management, team leadership, and cross-cultural communication across journalism, education consulting, and campus engagement. Combines emerging technical expertise with strong problem-solving and customer service skills.

CORE TECHNICAL SKILLS

- **Programming Languages & Web Development:** HTML, CSS, JavaScript fundamentals
- **Design & Technical Software:** Rhino 3D, ANSYS Fluent (Computational Fluid Dynamics), Adobe Creative Suite (Photoshop, Illustrator, InDesign), 3D Printing Technology, Microsoft Office
- **Systems & Data:** Computer Information Systems, Data Analysis, Problem-Solving, Systems Thinking, Database Fundamentals
- **Architecture & Design Principles:** Biomimetic Design, Sustainable Building Design, Building Information Modeling
- **Business Systems:** Point of Sale (POS) Systems, Customer Relationship Management
- **Languages:** English (Fluent), Mongolian (Native), Russian (Basic), Korean (Basic)

PROFESSIONAL COMPETENCIES

- Project Management | Team Leadership | Ethical Decision-Making | Cross-Cultural Communication
- Multimedia Storytelling | Community Engagement | Customer Service Excellence
- Strategic Planning | Conflict Resolution | Digital Marketing | Social Media Management

EDUCATION

Associate of Applied Science - Computer Information Systems | GPA: 3.03

Tulsa Community College, Tulsa, Oklahoma | *Expected Graduation: August 2026*

Relevant Coursework: Web Development, Database Management, Systems Analysis, Information Technology Fundamentals

Bachelor of Architecture

Oklahoma State University (OSU), Stillwater, Oklahoma | August 2024 – May 2025

Bachelor of Architecture

Montana State University (MSU), Bozeman, Montana | January 2023 – May 2024

Bachelor of Architecture

Mongolian University of Science and Technology (MUST), Ulaanbaatar, Mongolia | September 2021 – May 2022

PROFESSIONAL EXPERIENCE

Staff Reporter

The O'Colly Media Group, Oklahoma State University, Stillwater, Oklahoma | October 2024 – August 2025

- Produced high-quality stories across print and digital platforms, consistently meeting tight editorial deadlines while managing multiple concurrent projects
- Conducted comprehensive research and data analysis for investigative pieces, interviewing diverse stakeholders and synthesizing complex information into compelling narratives
- Leveraged multimedia content creation skills and digital publishing platforms, contributing to increase in reader engagement across Oklahoma State University (OSU) media group platforms

Museum Associate

Oklahoma State University Museum of Art, Stillwater, Oklahoma | May 2025 – August 2025

- Managed visitor operations serving 30+ daily guests, delivering exceptional customer service while maintaining security protocols and artwork preservation standards
- Performed dual role as docent and security guard, providing educational tours and ensuring visitor compliance with museum policies

Student Barista

Cafe Libro, Oklahoma State University, Stillwater, Oklahoma | September 2024 – May 2025

- Boosted customer satisfaction ratings by 15% through efficient service delivery, preparing 100+ specialty coffee beverages daily in high-volume campus environment
- Operated Point of Sale (POS) system with 99.8% transaction accuracy while managing inventory, processing payments, and maintaining workspace cleanliness during peak hours
- Demonstrated strong multitasking abilities by simultaneously managing orders, customer interactions, and quality control in fast-paced setting

Resident Advisor

University Student Housing, Montana State University, Bozeman, Montana | May 2023 – January 2024

- Transformed residential community culture by designing and implementing cultural exchange programs, increasing international student participation by 40%
- Provided individualized mentorship and support services to diverse residents, fostering inclusive environment and promoting academic success
- Successfully resolved 30+ complex interpersonal conflicts using culturally-sensitive mediation techniques, active listening, and collaborative problem-solving

Student Barista

Montana State University Dining Services, Bozeman, Montana | January 2023 – August 2023

- Delivered efficient customer service in campus dining facility, preparing specialty beverages while managing high-volume student traffic during peak periods
- Maintained clean and organized workspace while adhering to food safety standards, health regulations, and quality control procedures

Manager

Monarch Agency, Ulaanbaatar, Mongolia | January 2022 – August 2022

- Spearheaded international education consulting operations, successfully guiding 100+ Mongolian students through Work and Travel programs with 98% placement success rate
- Achieved 20+ successful high school student exchange program and professional internship placements by providing comprehensive admissions guidance from initial consultation through enrollment
- Designed and delivered pre-departure orientations covering visa processes, housing logistics, and cultural adaptation strategies, achieving 90% client satisfaction rating

LEADERSHIP & ENGAGEMENT

Media Manager

Freedom By Design, School of Architecture, Oklahoma State University | September 2024 – May 2025

- Elevated chapter visibility by strategically managing social media presence, increasing follower engagement by 35% through compelling visual storytelling and content marketing
- Documented architecture students' community service initiatives serving Stillwater residents, showcasing impact of design-build projects through multimedia campaigns

Public Relations Commissioner

Asian Student Initiative Association (A.S.I.A.), Montana State University | January 2023 – May 2024

- Contributed to organization receiving Montana State University President's Award for Best Student Organization of the Year (2023)
- Led promotional strategy for Montana State University's largest cultural event, achieving 300+ attendee record and campus-wide engagement through integrated marketing campaigns
- Amplified cultural awareness across campus through innovative social media campaigns, bridging connections between heritage and non-heritage students

CERTIFICATIONS & HONORS

The Ideal Graduate Micro-credential: Applied Ethical Leadership

Oklahoma State University | Summer 2025

- Completed comprehensive leadership development program focusing on ethical decision-making, professional readiness, community engagement, and personal growth outcomes

President's Leadership Council (PLC) Scholarship Recipient

Oklahoma State University | August 2024 – May 2025

- Selected as one of 100 incoming transfer students for prestigious leadership development scholarship program
- Completed intensive leadership coursework and participated in President's Leadership Council Retreat, engaging in community service initiatives and receiving mentoring from alumni network

RESEARCH & TECHNICAL PROJECTS

Biomimetic Yurt-Lung Ventilation System for Sustainable Mongolian Housing

Oklahoma State University | August 2024 – May 2025

- Developed innovative ventilation system concept for Mongolian yurts inspired by human lung structure, utilizing Computational Fluid Dynamics (CFD) analysis with ANSYS Fluent
- Addressed critical sustainability challenges in traditional housing design including poor air quality, inadequate insulation, and energy efficiency through biomimetic design principles