

Résumé for Sarnai Ganbaatar

Sarnai Ganbaatar

2800 South Syracuse Way Apt 17-202

Denver Colorado 80231

Phone: 720-276-2614

E-mail: sarnai28@yahoo.com

Education:

- High School Diploma: Ulan Bator High School #13 Graduated in 1996.
- Bachelor's Degree: National University of Mongolia International relations and Translation with an emphasis on the Mandarin Chinese. Graduated in 2000.

Experience:

Pho-Yo! Restaurant Jan 2010 - April 2013

2719 S.Parker Road Aurora, Colorado 80014

- Waitress
- Responsible for food preparation and customer service.

Suzy-Q Sandwich Shop March 2008 - August 2008, March 2009 - September 2009

709 16th Street Denver, Colorado 80202

- Assistant Manager
- Responsible opening and closing of Sixteenth Street Mall location, food preparation, cashiering and other general operations.

Good People LLC August 2008 - February 2009

823 N 2nd Street Milwaukee, Wisconsin 53203

- Caregiver
- Provided in-home care for elderly patients. Services included, meal planning and preparation, home cleaning, and transportation for medical and other appointments.

Turquoise Hill Resources (Ivanhoe Mining Company) April 2007 - December 2007

7th Floor, Royal Castle" office complex Zaluuchuud ave-26, Bayanzurkh district Ulaanbaatar-210349

- Buyer
- Responsible for purchasing of equipment and supplies for mining operations. Worked with logistics department for planning delivery and implementation.

Air China - Genghis Khan Airport April 2001 - January 2005

Bayan Zurkh District Private Building, No.47 In Sansar, Ulaanbaatar, Mongolia

- Assistant Cargo Manager and International Ticketing Agent.
- Responsible for international cargo logistics and international passenger ticketing services.

Juulchin Tourism Corporation of Mongolia June 2000 - April 2001

Olympic street 8, Ulaanbaatar 14-253, Mongolia Ulaanbaatar

- Provided Chinese translator services as a certified tour guide.
- Completed three month government mandated tour guide certification program.

Skills:

- Fluency in Mongolian, Chinese, and English languages at an advanced level which includes both oral and written communications.
- Mandarin Chinese and Mongolian document translation.
- Advanced user of Microsoft Office including Word, Excel, Powerpoint, and Outlook. Advanced user of Google Docs and Gmail. Intermediate user of Apple OSX and Microsoft Windows.

More references available upon request.