

BOLORTUYA DASHVAANJIL

27-11 3RD KHOROO, BAGA NARAN, SHD,
ULAANBAATAR, MONGOLIA

BOLORTUYADASHVAANJIL@GMAIL.COM

PROFESSIONAL EXPERIENCE

KHAN BANK ULAANBAATAR MONGOLIA

Executive Assistant June 2008 - December 2009

- A translator and an assistant to Barry Madams, Deputy Director of Khan Bank.
- Translated documents from English to Mongolian and Mongolian to English.
- Worked closely with 3 new staffs from United States and assisted to several foreign employees to get and extend their visa in Mongolia.

AGEAC WORLDWIDE

Teacher on Cultural Anthropology December 2009 - Present

- Translate booklets, books, slides and other training materials.

ADAPT LANGUAGE SERVICES

Translator June 2010 - 2013

- Translate documents from English to Mongolian vs.
- Proofread documents

PASSED-ON

Translator June 2012 – May 2013

- Website localization from English to Mongolian.
- Proofread documents

JANUS WORLDWIDE

Translator June 2013 - Present

- Translate documents from English to Mongolian vs. Specially software and website localization, technical translation, and marketing material, and multimedia projects, medical documents including Prescribing Information of Harvoni and Sovaldi, and Package leaflet of INCIVO medicine
- Proofread documents

SDL

Translator June 2014 - Present

- Translate documents from English to Mongolian vs.
- Proofread documents

SOLARON

Collecting Analyst July 2014 – August 2015

- Collect articles

NU-FANTEX

Translator June 2014 - Present

- Translate documents from English to Mongolian vs. Some materials related to Tire. Medical documents such as Adult Study Subject Information and Consent Form
- Proofread documents

EDUCATION

UNIVERSITY OF HUMANITIES, ULAANBAATAR, MONGOLIA

Completed coursework towards Bachelor of Arts in Linguistics (English Translation)

- Graduated University of the Humanities as a translator in 2008.

COURSE ON ANCIENT CIVILIZATIONS, ULAANBAATAR, MONGOLIA

- Completed a 170-hour course on Gnostic Anthropology - Ancient Civilizations

SCHOOL OF ANTHROPOLOGY, BANGLORE, INDIA

Completed coursework towards Cultural anthropology

- Graduated the Course on Cultural Anthropology as an anthropologist in Bangalore, India, in 2010.

THE ENGLISH AND FOREIGN LANGUGES UNIVERSITY

Completed course in English for Interpreters from Mongolia in Hyderabad, India

- Graduated as an Interpreter

University of Malaya

Candidate September 2019 - Present

International Master in ASEAN Studies (IMAS)

ADDITIONAL SKILLS

- Able to work on word, excel, power point, adobe in design, publisher, coral draw and web design programs.