

CV

ARIUNAA TSEVEENSAMBUU English/Mongolian Translator

*Extensive Knowledge & Professional Competency -
What Must Translator Have as Facilitator for Global Communications*

Permanent residence: Ulaanbaatar, Mongolia
Nationality: Mongolian
Birth Date: 26 September 1970
Contacts: Mobile phone 976-99096349; E-mail: tsearia@gmail.com

Experience: Teaching foreign languages to secondary school kids.
Translation & administrative support to development projects.
Freelance translation.

Language skills: Mongolian (native/well developed speaking & writing), Russian (major/academic), English (advanced/business – TOEIC – 850 scores)

Computer skills: MS Office applications, Internet search & knowledge tools, Translation & training software

EDUCATION & TRAINING

Institution	Qualification	Year(s)
The Institute of Foreign Languages (present The University of Humanities), Ulaanbaatar, Mongolia	Russian language teaching	1987-1992
The University of Humanities, Ulaanbaatar, Mongolia	Master of Arts	1999
English Language Institute (ELI), Ulaanbaatar, Mongolia	Teaching English as a Second Language	1999-2001
Lee University , Cleveland TN, USA	Exchange Program sponsored by ELI & Lee University	Jan-June 2002
The University of Humanities, Ulaanbaatar, Mongolia	Doctoral study – Linguistics	2009 to present
Oyu Tolgoi Mine site, Mongolia	Safety trainings	2011 to present

EMPLOYMENT

Position	Organization	Year(s)
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<i>Technical Translator</i>	<i>Oyu Tolgoi Inc. Mongolia</i>	<i>2011 to date</i>
<p>Oyu Tolgoi is a greenfield project in the southern desert area of Mongolia, that consists of open pit and underground mines, processing plant and supporting infrastructure. It has successfully completed construction stage and proceeded to operating the one of the largest in the world copper-gold mine. This year was the first year of its commercial production.</p> <p>Oyu Tolgoi (OTLLC) is a strategic partnership between the Government of Mongolia, Ivanhoe Mines Ltd and Rio Tinto which holds a substantial shareholding in Ivanhoe Mines Ltd. The project is strategically important for Mongolia, and will have a significant impact on the country's social and economic development.</p> <p>OTLLC is developing a suite of Engineering, Technical and Safety Operation Standards and Guidelines to ensure the most suitable and mandatory working procedures and practices for all areas of the project operation.</p> <p>I work as a translator at Asset Management Department. My duties are:</p> <ul style="list-style-type: none"> - to assist the dept management and staff with verbal and written translations, including translation & editing of work policies, standards, procedures, instructions, business briefs, job descriptions, vacancy announcements etc.; - to report personal & team performance; and - to take active part in planning and proper filing & logging of technical documents' soft & hard copies in the share drive as well as documents storage. <p>I also take an initiative to assist in improving English of co-workers by developing area specific glossaries, making them available for use by site wide customers and continuously enhancing. As an essential part of my employment in this project, I learn a lot of safety working practices. For example, we in turn prepare safety focused presentations and share with the team. We also exercise Quality Safety Interactions at various areas of operation.</p>		

<i>Secretary/Translator/Interpreter</i>	<i>ICT-Sain Consulting LLC, Indian-Mongolian Joint Venture</i>	<i>2007-2011</i>
<p>The joint venture is engaged in feasibility study and supervision of highway construction, rehabilitation and improvement projects. It has successfully executed supervision and consultancy service for several road construction projects funded by Asian Development Bank and Reconstruction Bank, Germany, for the Client, Ministry of Roads, Transport, Construction and Urban Development of Mongolia. Some of them are various parts of Millennium road</p>		

Mongolia, communication routes for local area development; special purpose roads (coal haul road from Ukhaa Khudag Coal Mine to Gashuun Sukhait Border point, South Gobi Province, part of the infrastructure complex project implemented by Energy Resources LLC) etc.

My duties as a secretary/interpreter and office manager for the project site offices were maintaining daily correspondence/communication with the Client. Consultant and Contractors, forwarding work instructions and orders, assisting international and domestic consultants, the project staff, translating detailed project reports, technical papers and other documents, collecting daily, weekly and monthly executive reports from contractors and directing to my head office and the Client, and interpreting at meetings and workshops and also, when the consultants communicate with partners and stakeholders.

<i>Secretary/Translator/Interpreter</i>	<i>Mongolia Rail Modernization Project (MCC-06-0092-CON-90/TO03)</i>	<i>2006-2007</i>
<p>Due diligence study was funded by Millennium Challenge Corporation and conducted by Roche International Canada in collaboration with TERA International Group Inc. USA and Unitra Consulting LLC Mongolia. The Railway Modernization Project was recommended by the Government of Mongolia and raised for MCC funding support, with high focus on (i) market assessment; (ii) technical assessment; (iii) economic and financial analysis; (iv) environmental and social assessment; (v) institutional and regulatory assessment; (vi) implementation plan; (vii) monitoring and evaluation.</p> <p>My duties were assisting in the office management, interpreting at meetings, translating various project documents, including reports, and collecting pertinent information/data from public agencies and translating for international consultants.</p>		

<i>Translator/Training Officer</i>	<i>“Development of Agricultural Services in Mongolia ” Project</i>	<i>Sept-Oct 2006</i>
<p>The project was implemented by the Government of Mongolia (Ministry of Food and Agriculture), covering three Gobi-region aimags. The beneficiaries of the project were the local communities and the objectives were to improve planning and advisory capacity for rural development; to increase the economic value of animals and animal products; to increase water supplies and their economic use for livestock, fodder crops and vegetables; and to develop local enterprises. Training was an important component of the project contributing to achievement of all objectives and work plans.</p> <p>My tasks were developing training proposals, organizing and facilitating the trainings and assessing and reporting outputs. I also accompanied the team leader and other international experts during their in-country travels, and assisted/interpreted in meetings with local</p>		

government, community, beneficiaries and local project staff.

Secretary/Interpreter	<i>“Commercialization of Super-Insulated Buildings in Mongolia – MON/99/J35” Project</i>	2005-2006
<p>The project was implemented by the Government of Mongolia (Ministry of Construction and Urban Development), with funding of GEF-UNDP and other donors, in Ulaanbaatar and several rural towns. Its goal was to prevent the natural resources from being exhausted due to unlimited burning of coal and wood to small houses in suburban districts, and to reduce air pollution through decreasing the emission of carbon dioxide gas (CO₂). Within this framework, the project provided technical and financial assistance to homeowners building their private houses in an energy-efficient way, using conventional construction materials and straw bales, retrofitting existing houses and refurbishing traditional Mongolian ghers for improved thermal insulation. The project mainly focused on environment protection, support to low and middle income families and private sector development. The project implemented its planned activities in line with the immediate objectives to achieve the main goals that are:</p> <ul style="list-style-type: none">- to reduce energy consumption and CO₂ emissions in the housing sector;- to demonstrate the use of energy efficient technologies;- to increase country human resource and technical capabilities for energy conservation in the housing sector; and- to create an enabling environment for energy conservation in the housing sector. <p>My duties were: providing secretarial, translational and administrative support to the national project manager and the project team, including local and international consultants, arranging/facilitating meetings and providing interpretation/translation to the international experts during workshops, seminars, trainings and meeting with government officials, preparing/drafting project correspondence, documents and reports for signature by NPM and the national project director, maintaining project filing, screening faxes, e-mails and phone calls and directing to affiliated staff, contacting stakeholders, subcontractors and partners and providing basic information to visitors.</p>		

<i>Translator/Secretary</i>	<i>“Ulaanbaatar Heat Efficiency Improvement - MON-1458” Project</i>	<i>2004-2005</i>
<p>ADB-financed Ulaanbaatar Heat Efficiency Project had a goal to improve reliability and efficiency of Ulaanbaatar District Heating System. To achieve this goal, the project implemented in 3 components. First component called as Package 1 was “Improvements at the co-generating power plants” located in UB City. Key outputs were installation of advanced technology electric motors, frequency converters and power supply transformers for variable speed pumps and PLC remote control on installed equipments, and adjustment of control and protection circuit of transformer oil breakers at the power plants. Contractors – BERIS China and ABB A/C Denmark. Package 2 was “Consumer installations”. Key outputs – installation of new heating units and mixing loops with PLC remote control at heating substations and residential buildings, and testing, adjustment and operation start. Contractor – Samsung Engineering Korea. Under the third component, the installations at the substations have been rehabilitated.</p> <p>Performed tasks: translating, formatting and sending/filing project reports, daily correspondence, technical papers and other documents, interpreting at meetings and workshops, assisting international and domestic consultants, the project staff and management of EA, and liaising with partners and stakeholders.</p>		

<i>Translator/Interpreter</i>	<i>“ADB III Roads Development - TA-3330” Project</i>	<i>2003-2004</i>
<p>At this phase of project development, the feasibility study of upgrading road alignment from Choir to Sainshand (224 km) and Sainshand to Zamyn Uud (218 km) was carried out by TERA International Group, USA . The Project was envisioned to establish the first paved road transport corridor linking Mongolia with Russia and PRC to promote regional cooperation in Northeast Asia . It will also facilitate pro-poor economic growth in Gobisumber and Dornogobi Aimags by improving local communities’ access to national and international markets, job and business opportunities and social services. Implementation of an area development program is an essential part of the project.</p> <p>Performed tasks: translating project reports, collecting information from central and local governments and translating for reference by the international poverty consultant, interpreting at meetings and workshops, assisting international and domestic consultant, participating in field surveys, and liaising with partners and stakeholders.</p>		

<i>Russian & English Teacher</i>	<i>Dornogobi Aimag secondary schools in</i>	<i>1992-2002</i>
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Providing secondary education service to children of age 11 to 18.

Work duties: teaching Russian & English to 5 to 10 grade students, developing TESL methodology for Mongolian educational organizations, leading the professional team, organizing various educational, cultural and extramural activities for the students and colleagues, participating in professional contests, and preparing students for advanced level academic activities.

REFERENCES AVAILABLE ON REQUEST