

# Michidmaa Chuluunbat

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## EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration*

Graduating: May 2026

Major: Management Information Systems | GPA: 3.92

INTERNATIONAL SCHOOL OF ULAANBAATAR – Ulaanbaatar, Mongolia

*International Baccalaureate Program*

Graduation Date: June 2022

Higher-Level Classes: Business Management, Economics, Mongolian Language & Literature

Standard-Level Classes: Mathematics; Analysis & Approaches, Biology, English |Points: 34

## ACTIVITIES

**Chair of Fundraising**, UNICEF Organization at Temple University

August 2023 – Current

## PROJECTS

*Organizer of Events for Teabag Drive, International School of Ulaanbaatar, CAS*

September 2021 – April 2022

- Planned, organized, and carried out the project, managing 3 other students.
- Raised funds, donated teabags & other non-perishable goods to the sanitation workers in Ulaanbaatar, Mongolia.

*Business Case Study on TomNToms LTD., International School of Ulaanbaatar, Business Management Higher Level Course*

October 2021 – January 2022

- Carried out primary & secondary research on TomNToms LTD., the largest chain coffee shop in Mongolia, and combined all my findings alongside my recommendation on how they could grow their company more, in a case study report.

## EXPERIENCE

Ikh Amar Trade Co. LTD., Ulaanbaatar, Mongolia

*Office Assistant*

May 2022 – August 2022

- Ikh Amar Trade Co. LTD. is a private company that manages and oversees the operations of “K-Mart”; provision of goods from their import from South Korea, “BB Secret Beauty & Spa” beauty salon, “TomNToms” coffee shop, and “Modak Chigi” Korean Fast-Food Restaurant.
- Collaborated effectively to support team productivity.
- Helped manage correspondence, scheduling, and data organization.
- Maintained a professional and organized work environment.
- Demonstrated adaptability in handling diverse tasks and responsibilities.

TomNToms, Home Plaza 2, Ulaanbaatar, Mongolia

May 2021– March 2022

***Barista***

- TomNToms LTD. is the leading coffee shop franchise in Mongolia with 38 stores across the country, serving to the needs of over 3 million people.
- Ensured customer satisfaction. Delivered exceptional customer service as a barista by crafting premium coffee beverages, maintaining a clean and welcoming environment, and consistently exceeding customer expectations.
- Efficiently managed cash registers, ensuring accurate transactions and cash handling procedures.
- Collaborated with team members to provide seamless service during peak hours, contributing to a positive work environment.
- Handled customer inquiries and resolved issues with professionalism and courtesy, fostering customer loyalty.

**SKILLS**

Software: Microsoft Word, Excel, PowerPoint, Google Docs, Sheets, Slides

Languages: English, Mongolian, Basic Korean