








PERSONAL INFORMATION

Detelina Mileva



 696, Borovetz-North-2 Area, 9021 Varna (Bulgaria)
 +359896879969
 detelina_mileva@yahoo.com
 <https://www.proz.com/translator/1459688>  <https://www.linkedin.com/in/detelina-mileva-045ba481/>  <https://www.facebook.com/translate.detelina/>
 Skype detelinka.mileva

WORK EXPERIENCE

11/2016–Present

Full-time Freelance Translator and Interpreter

Self-employed, Varna (Bulgaria)

English to Hebrew
Hebrew to Bulgarian and vice versa
English to Bulgarian

04/2002–10/2016

Part-time Freelance Translator and Interpreter

Self-employed, Varna (Bulgaria)

Most of the fields I've been involved in so far as a translator / interpreter / proofreader are as follows:

Tourism and travel – accommodation description for one of the biggest booking platforms on the market; website banners; casino games rules; tourist information for brochures and websites; customer complaints; advertising information for hotels, casinos, restaurants and tours; restaurant menus; voice recording for a tour guide system; subtitles;

Personal documents – diplomas and certificates; ID cards and passports; utility bills; bank and credit card statements; birth, death, marriage and other certificates; declarations; personal letters; wills; articles; social security and pension documents; civil registry extracts; interpreting during personal meetings in private and with lawyers;

Company documents – staff appointment and resignation; regulations; incorporation acts; contracts and agreements; general meeting protocols; powers of attorney; invoices and receipts; references; tender documents, technical specifications and requirements; interpreting in business meetings and press conferences;

Appliances – TV guide; Text translation dictionary; headset; car multimedia;

Real estate – notary deeds; contracts; property interdicts; interpretation during negotiation meetings with entrepreneurs, construction companies and subcontractors;

Law – court summons and decisions; police questioning; Inheritance law of Bulgaria; Civil procedure code of Israel; legal advises;

General medical documents – epicrisis; lab results; diagnosis and medical advises; hospitalization summaries; prescriptions; patient information leaflet; etc.

06/2015–05/2016

Office Manager (Business Assurance sector)

DNV GL, Varna (Bulgaria)

Languages used – English (spoken and written)

11/2011–05/2015

Team Assistant (Business Assurance sector)

DNV GL, Varna (Bulgaria)

Languages used – English (spoken and written, as well as translations)

- 11/2009–06/2011 **Office Manager**
 Landscape JSC, Varna (Bulgaria)
 Languages used – Hebrew (spoken and written; consecutive and simultaneous interpretation, as well as translations) and English (spoken and written)
- 12/2003–07/2005 **Travel Office Manager**
 Hotel Casino "Havana", Golden Sands (Bulgaria)
 Languages used – Hebrew (spoken and written; consecutive interpretation and translation) and English (spoken and written)
- 10/2002–11/2003 **Office Assistant**
 Hotel Casino "Havana", Golden Sands (Bulgaria)
 Languages used – Hebrew (spoken and written; consecutive interpretation and translation) and English (written)
- 10/2001–10/2002 **Tour Guide**
 Hotel Casino "Havana", Golden Sands (Bulgaria)
 Languages used – Hebrew (spoken and written)

EDUCATION AND TRAINING

- 2002–2007 **BA - Tourism and Travel Management**
 University of Economics - Varna, Varna (Bulgaria)
- 1995–1999 **Computer Graphics**
 Secondary Technology School "ORT Melton", Bat Yam (Israel)

PERSONAL SKILLS

Mother tongue(s) Bulgarian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Hebrew	C2	C2	C1	C1	C2
English	C2	C2	B2	B2	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
[Common European Framework of Reference for Languages](https://www.cedefop.europa.eu/en/etd/118)

Communication skills Strong interpersonal, diplomacy and customer service skills

Organisational / managerial skills Efficient time-management and strong organizational skills, detail-oriented

Job-related skills CAT tools:
 SDL Trados - high proficiency (own Studio 2019); Memsource - high proficiency; MemoQ - medium proficiency
 Other tools: ABBY FineReader, MS Office, CorelDraw, Adobe Photoshop