

PERSONAL INFORMATION

Persiana Pastuhova-Licheva



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 <http://bgtranslator.com>

Sex Female | Date of birth 03.08.1985 | Nationality Bulgarian

JOB APPLIED FOR

Translator

WORK EXPERIENCE

January 2010 – present

Dragomani OOD

Owner and translator

Responsible for managing company business: answering requests from customers, preparing offers, distributing and coordinating work of translators; translations between English, Russian and Bulgarian

September 2008 – March 2017

FastVAT s.r.o.

Manager for Bulgaria

Communication with customers, preparing offers, processing invoices for VAT refund, managing the office in Bulgaria (responsible for a team of 12 people)

EDUCATION AND TRAINING

June 2013 – January 2014

Italian language course

EG Consult

- Italian grammar, vocabulary, syntax

- November 2011 – June 2012 Course in economics and management

CPE Matev Stroi

 - Economics, management, law, bookkeeping

- October 2009 – January 2010 Greek language course

Intensive School

 - Greek grammar, vocabulary, syntax

- October 2008 – June 2009 Master in conference interpreting (English language)

St. Cyril and St. Methodius University of Veliko Tarnovo

 - Consecutive and simultaneous interpreting in English

- October 2004 – June 2008 Bachelor in applied linguistics

St. Cyril and St. Methodius University of Veliko Tarnovo

 - Theory of translation, history of Great Britain and Russia, sociolinguistics, English, Russian and American literature etc.

- September 1999 – May 2004 National Aprilov High school

 - English and Russian language, history, literature, journalism etc.

PERSONAL SKILLS

Experience as a translator In my over 10 years of experience I have worked in various domains and have gained proficiency in the translation of personal documents (birth/marriage/death/criminal record certificates, diplomas) and business documents (contracts, notary deeds), various manuals (OS tools, power tools, kitchen appliances, cameras), websites, marketing materials for advertising campaigns and more. Over the years I have delivered translations for global brands, such as Hitachi, Olympus, Epson, Toshiba, Nikon, Kubota, Nivea, Eucerin, Mustela, Whiskas, Michelin and Infiniti.

Mother tongue(s) Bulgarian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
University diploma					
Russian	C1	C1	C1	C1	C1
University diploma					
Italian	B1	B1	B1	B1	B1
Language school certificate					
Greek	A2	A2	A2	A2	A2
Language school certificate					

- Communication skills**
- good communication skills gained in the course of extended communication with customers and co-workers; good negotiation skills; problem-solving oriented
 - capable of convincing customers to use company services

- Organisational skills**
- good managerial skills (responsible for a team of 12 people)
 - creative, cooperative and decision-oriented

- Personal skills**
- attention to detail
 - analytical thinking
 - flexibility
 - meeting deadlines
 - very high level of Bulgarian literacy

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
PROFICIENT USER	PROFICIENT USER	INDEPENDENT USER	INDEPENDENT USER	PROFICIENT USER

CAT tools knowledge

- SDL Trados Studio 2015
- Fluency Now

Driving licence B