
Curriculum Vitae

Personal information

Surname(s) / First name(s) **Tincheva Elena**
Address(es) Ruse, Bulgaria
E-mail(s) alenka70@yahoo.com
Nationality(-ies) Russian
Date of birth 16.03.1970

Occupational

Freelance translator between English and Russian, Bulgarian and Russian.

Work experience

Dates 1998 - present
Position held Freelance translator
Main activities and responsibilities
Translating and interpreting English <> Russian language pair, Bulgarian <> Russian language pair, editing of texts in different domains: technical, accounting, finance / economics, Law (general, contracts, patents, trademarks, etc), advertising and public relations, architecture, art, ecology and environment, philosophy, science, sports, transportation, supply, travel and tourism, as well as general translation. Translating notarized documents for the Bulgarian consulate.

Name and address of employer Russian and Bulgarian translation agency

Education

Dates 1987 - 1993
Title of qualification awarded Engineer Process Systems
Principal subjects/Occupational skills covered Software automated ground-based flight control
Name and type of organisation providing education and training „Moscow Aviation Institute“, Moscow
Level in national or international classification Engineer
Dates 1977 - 1986
Title of qualification awarded High school
Principal subjects/Occupational skills covered English language and mathematics
Name and type of organisation providing education and training 92nd High school with intensive study of Mathematics and English language, Moscow

Training

Dates 2012 - 2014
Title of qualification awarded CEFR proficiency English language - level B2
Principal subjects/Occupational skills covered English
Name and type of organisation providing education and training "Faros" –Ruse
Level in national or international classification B2

Dates 2007

Title of qualification awarded CEFR proficiency Bulgarian language - level C2
Principal subjects/Occupational skills covered Bulgarian
Name and type of organisation providing education and training Sofia University "St. Kl. Ohridski"
Level in national or international classification C2

Personal skills and competences

Mother tongue(s) **Russian**
Other language(s)

Self-assessment
European level ()*

Bulgarian
English

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2 fluent				
B2 Upper-Intermediate				

() Common European Framework of Reference (CEF) level*

Personal skills and competences Coordinated with other translators on projects as part of my daily tasks. Corresponded in foreign languages to secure potential projects.
Determined to succeed and improve in the translation area.
Responsible when working with sensible information and tight deadlines.

Computer skills and competences Rendered translation services, using PC with a standard set of applications programs - MS Office - Word, Excel, Power Point, etc. Experience in working with translation programs such as "Trados". Implemented translations for numerous websites at a technical level.
Utilised printers and scanners on daily basis.

Other skills and competences Experienced PC user (Windows XP / 7/8/10, MS Word, MS Excel, MS Access, Ms Power Point, "Trados", «Accounting, Trade and Stock", "Staff", Internet, e-mail).

Driving license Category "B"