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| ***Linked In:*** [***https://www.linkedin.com/in/nina-nedyalkova-a9939754/***](https://www.linkedin.com/in/nina-nedyalkova-a9939754/)***Translators Café:*** [***https://www.translatorscafe.com/cafe/member103259.htm***](https://www.translatorscafe.com/cafe/member103259.htm) ***Proz:*** [***https://www.proz.com/translator/1101850***](https://www.proz.com/translator/1101850) |

# EXPERIENCE

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| **2004 – TO DATE****FREELANCE TRANSLATOR,** BULGARIAN<>ENGLISHRUSSIAN>ENGLISH |
| **2004 – TO DATE****PROOFREADING,** BULGARIAN<>ENGLISHRUSSIAN>ENGLISH**2004 – TO DATE****LOCALIZATION,** BULGARIAN<>ENGLISH**2004 – TO DATE****TRANSCRIBING,** ENGLISH**2004 – TO DATE****SUBTITLING,** BULGARIAN<>ENGLISH**VOLUNTARY WORK****21.09.2011 – 25.09.2011****TRANSLATOR/INTERPRETER** XIII European Transpersonal Conference Eurotas 2011 “Non- ordinary states of consciousness and their role in human culture” |

**EDUCATION**

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| **2005****PROFESSIONAL COURSE FOR BULGARIAN<>ENGLISH TRANSLATORS** |
| **2000 - 2004****BACHELOR’S DEGREE,** UNIVERSITY OF ECONOMICS |

Marketing and management in tourism industry with English language

**1995 - 2000**

**SECONDARY EDUCATION,** ENGLISH LANGUAGE SCHOOL

# SOFTWARE AND CAT TOOLS

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| --- | --- |
| * Trados
* SmartCat
* Word-Excel-Outlook-PowerPoint
 | * Acrobat
* any HTML editor
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**AREA OF SPECIALIZATION**

Economics Finance Accounting: Financial reports, financial manuals, balance sheets annual reports, banks, surveys, financial reviews, informative reports, glossaries for internal reviews.

Software, Computer and Information Sciences:

Client training manuals: Installation, configuration, software localization, web edition, glossaries.

Marketing: Presentations, marketing research reports, advertising brochures, advertising campaigns, web pages, press releases, client overviews.

Management and Human Resources: Project management reports, codes of ethics, customer satisfaction studies and reports, internal communications, minutes of meetings, guidelines for administrative processes, communications plans, institutional, quality management system manuals, careers.

Medicine: Informative books, specific glossaries, genetics, hospital, questionnaires, pharmaceutical, specialties, studies, education, biomedical, biotechnology, health.

Other: Agriculture, Enology, ecology, gastronomy, tourism, journalism, real state, building, sciences, social sciences, cosmetics, chemistry, forestry, genetics, history, biology, microbiology.

# REFERENCES

Available upon request

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