AREAS OF EXPERTISE

*Translating legal documents*

*Translating fiction*

*Proofreading Interpreting TerminologyEuropean languages*

PROFESSIONAL

*First Aid Certificate*

PERSONAL SKILLS

*Detail orientated Well organized Friendly*

PERSONAL DETAILS

*Yana Natova*

*72a Brentwood rd London*

*RM1 2EP*

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*E:* *ynatova@gmail.com*

*DOB: 26/03/1990*

*Driving license: Yes Nationality: Bulgarian*

Yana Natova

Translator

PERSONAL SUMMARY

I am a qualified professional Bulgarian/English translator with excellent communication and interpersonal skills and years of experience. I have BA in British and American Literature and Linguistics and MSc in Communication Studies. I am a multi skilled, reliable and talented translator with a proven ability to translate written documents and fictional works from a source language to a target language. I am a quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. I am flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

# WORK EXPERIENCE

## Vesta - Interpreting company

TRANSLATOR October 2014 - Present

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents for adoption and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

## Duties:

Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points.

Providing guidance & feedback & creating customer-specific style guides. Translation of documents/letters from a foreign language to English & vice versa. Reviewing and proofreading mother-tongue text.

Revising more junior translators' translations. Conducting face-to-face interpreting.

Telephone interpreting.

Working as a translator for Law firms, charities and local councils. Supporting the translation team with other projects when necessary. Excellent English speaking and writing skills.

Retrieving articles from newspapers, magazines & the internet & translating them into English.

***Janet 45 – Publishing House***

TRANSLATOR May 2013

My job as a translator was to translate into Bulgarian from English “Deng’s Dogs” by Santiago Roncagliolo

English version: <http://www.granta.com/Archive/Granta-117-Horror/Dengs-Dogs>

Bulgarian version: <http://granta.bg/texts/text/69>

KEY SKILLS AND COMPETENCIES

Familiar with translation software tools.

Able to fluently speak English and Bulgarian.

Excellent communication and social skills.

Able to work to tight deadlines.

Highly skilled in Word, Excel and Microsoft Outlook. Willing to travel and able to work under pressure.

Able to prioritise work.

# ACADEMIC QUALIFICATIONS

MSc in Communication Studies

 ***Vrije Universiteit Brussel 2013-2014***

BA (Hons) British and American History, Literature and Linguistics

## Sofia University St. Kliment Ohridski 2005 - 2008

REFERENCES – Available on request.

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