



PERSONAL INFORMATION

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| Name | TONYA GEORGIEVA TRAYKOVA |
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| Nationality | Bulgarian |
| Date of birth | 08.09.1955 |

WORKING EXPERIENCE

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| <ul style="list-style-type: none"> • Dates (from -to) • Type of business or sector • Occupation or position held | <p>1994 to present</p> <p>Own private company with subject: interpretation and translation services, representation of foreign companies</p> <p>General Manager at Translation Agency Content Translations Ltd., Freelance translator and interpreter</p> |
| <ul style="list-style-type: none"> • Dates (from -to) • Name and address of employer • Type of business or sector • Occupation or position held • Main activities and responsibilities | <p>1991 - 1994</p> <p>BICKEL & WOLF BULGARIA LTD., 10W, Konstantin Irechek str., Sofia, Bulgaria</p> <p>Representation of an Austrian trade company, representation of established European companies, manufacturer of industrial equipment</p> <p>Expert translator and interpreter in German, English and French, Office manager</p> <p>Business correspondence, translation of technical documentations, interpretation during business and technical negotiations</p> |
| <ul style="list-style-type: none"> • Dates (from -to) • Name and address of employer • Type of business or sector • Occupation or position held • Main activities and responsibilities | <p>1983 - 1991</p> <p>World Trade Center INTERPRED Dragan Tsankov str, Sofia, Bulgaria</p> <p>Expert translator and interpreter in German, English and French, Office manager</p> <p>Business correspondence, translation of technical documentations, interpretation during business and technical negotiations</p> <p>Expert translator and interpreter in German, English and French, office manager</p> |

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| <ul style="list-style-type: none"> • Dates (from -to) • Name and address of employer • Type of business or sector • Occupation or position held | <p>1980 - 1983</p> <p>TK „BALKANTOURIST” - Golden sands Varna, Bulgaria</p> <p>Tourist activity</p> <p>Guide, working with German, English and French</p> |
| <ul style="list-style-type: none"> • Main activities and responsibilities | <p>Accompanying of German, English and French speaking tourists, Bulgaria tours, working for famous foreign tour operators as TUI, Neckermann etc., accompanying of tourist groups abroad</p> |
| EDUCATION AND TRAINING | |
| <ul style="list-style-type: none"> • Dates (from -to) • Name and type of organisation providing education and training | <p>1993 - 1995 - postgraduate qualification</p> <p>Technical University of Sofia, Economic Department</p> |
| <ul style="list-style-type: none"> • Title of qualification awarded • Dates (from -to) • Name and type of organisation providing education and training | <p>MA, majoring in MARKETING AND MANAGEMENT</p> <p>1975 - 1980 - university graduate</p> <p>Sofia University „Kliment Ohridski” Faculty in Geology and Geography Major: Geography of Tourism Minor (uncompleted): German philology</p> |
| <ul style="list-style-type: none"> • Title of qualification awarded • Dates (from -to) • Name and type of organisation providing education and training | <p>MA, Specialist in the field of INTERNATIONAL TOURISM</p> <p>1969 - 1974 - Secondary education</p> <p>First Foreign Language School, major profile German, Second language: English, Russian Varna, Bulgaria</p> |
| OTHER COURSES AND CERTIFICATIONS | |
| <ul style="list-style-type: none"> • Dates (from -to) • Name and type of organisation providing education and training | <p>1981-1982</p> <p>Institute for managing staff training at Committee of Tourism, Burgas</p> <p>Six- month-high intensive course in French</p> |
| <ul style="list-style-type: none"> • Title of certification awarded • Dates (from -to) • Name and type of organisation providing education and training | <p>Certificate</p> <p>1989 - 1990</p> <p>Ministry of Foreign Economic Relations Intensive course in Business English</p> |
| <ul style="list-style-type: none"> • Title of certification awarded | <p>Certificate</p> |
| PERSONAL SKILLS AND COMPETENCE | |
| MOTHER TONGUE | Bulgarian |
| OTHER LANGUAGES | |
| <ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills | <p>German</p> <p>fluent</p> <p>fluent</p> <p>fluent</p> |

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| <ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills | English excellent excellent very good |
| <ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills LANGUAGE PAIRS: | French excellent very good good German > Bulgarian English > Bulgarian French > Bulgarian English > German Bulgarian > German |
| FIELDS OF EXPERTISE IN TRANSLATION: | Marketing, Accounting, Finance, IT, Engineering & Technology, Ecology, Law, Geography etc. |
| SOCIAL SKILLS AND COMPETENCE | Good team player, patient and tolerant with others, good listener and resilient in approach, excellent communication skills, acquired in my work with clients as well as during providing highest quality of customer service, ability to adapt to multicultural environments, gained through my experience with foreign trade companies |
| ORGANIZATIONAL SKILLS AND COMPETENCE | Strong organisational skills, self motivated and able to work flexibly and on own initiative, ability to prioritize work, having good attention to detail and methodical approach to work, ability to focus on tasks, conscientiousness about achieving deadlines. As a manager of an own company since 1991 I acquired organizing and managerial abilities related to the individual approach towards the employees and assistants in work and the ability to create favorable conditions for good motivation of the staff in view of achievement of the company goals. |
| TECHNICAL SKILLS AND COMPETENCE | Computer literacy - MS Office, Power Point, Access, Corel Draw, Adobe Acrobat 8.0, Acrobat Reader, Acrobat Writer, Excel, SDL Trados 2007 Freelance, SDL Trados Studio 2009/2011, MemoQ, Transit, Across, WordFast, Internet, Power Point, Front Page, ABBYY Fine Reader, Adobe Audition, InDesign, FrameMaker, QuarkXPress etc. |
| ARTISTIC SKILLS AND COMPETENCE | Cinema, Music, Literature, Fine Arts |
| DRIVING LICENCE (S) | B category |
| ADDITIONAL INFORMATION CLIENTS AND REFERENCES (EXTRACT) | References available on request |
| CREDENTIALS | Sworn translator in German, English and French, authorized by the Ministry of Foreign Affairs of Bulgaria |