Yordanka Davidkova

ydavidkova1993@gmail.com

Personal Information

* Date of birth: 21.03.1993
* Sex: Female
* Country: United Kingdom
* Nationality: Bulgarian

Employment History

Translator, Broadcast Translations and Conversions LLC, USA

*(January 2018- Present)*

* English- Bulgarian subtitle translation

Translator, Private Company – Movie Project

*(October 2022- December 2022)*

* English- Bulgarian subtitle translation

Translator, Private Company – Series Project

*(June 2022- August 2022)*

* English- Bulgarian subtitle translation

Translator, What3words, Hinxworth, England

*(June 2018- September 2018)*

* English- Bulgarian translation for the app

Shift Manager, McDonald’s, Epsom, UK

*(September 2016 – June 2022)*

* Working in fast-paced environment
* Ensure the team is meeting McDonald’s standards
* Monitor safety, security and profitability
* Deal with complaints

Warehouse operative, Ocado, Dordon

(June 2016 – July 2016)

* Working in a fast-paced environment
* Picking and packaging customer’s orders
* Ensure that all the products are correctly handled and stored to avoid damage
* Electronic scanning of all products

**Intern, MSD, Sofia, Bulgaria**

(Internship 2016)

* Getting to know the company and products
* Presenting products
* Doing paperwork
* Participating in events (presentations of new products)

Food and Beverage Assistant, Rattlesnake Island, Ohio, USA

(May 2015 – September 2015)

* Waitress
* Shop assistant
* Housekeeper

**Accountant intern, “Lychi-M”, Blagoevgrad, Bulgaria**

(Internship 2013)

* Identifying of transactions from source documents, like purchase orders, loan agreements, invoices, etc.
* Recording transaction as a journal entry
* Post the entry in the individual accounts in ledgers. Traditionally, the accounts have been represented as T-accounts with debits on the left and credits on the right
* At the end of the reporting period (end of the month), create a preliminary trial balance of all the accounts by netting all the debits and credits in each account to calculate their balances and totalling all the left-side balances and right-side balances.
* Create an adjusted trial balance of the accounts
* Combine the sums in the various accounts and present them in financial statements created for both internal and external use

Education

SWU “Neofit Rilski”, Blagoevgrad, Bulgaria

(September 2012 – June 2017)

* International Economic Relations, including Business English and French

****Foreign Language High School “Akad. Luydmil Stoyanov”, Blagoevgrad, Bulgaria****

 (September 2008– June 2012)

* Advanced study of English, including French and IT

**Certificates:**

* Microsoft Word certificate
* Microsoft Excel certificate
* Microsoft PowerPoint certificate
* Microsoft Access certificate
* First Aid certificate