Svetlana Boyadzhieva

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Birthday: 13/05/1979 in Stara Zagora, Bulgaria

**Profile**

* A highly driven language talent, currently working as a front office, with 16 years of professional experience in translation from English into Bulgariaan and 5 years of professional experence in translation from German into Bulgarian.

10/2015 – still working

WORK EXPERIENCE

**Front Office**at **Mc Dreams Hotel GmbH** (München, DE)

* Meeting guests, check-in and check-out
* Processing reservation requests
* Handling payments and daily turnover controlling
* Making entries at DATEV
* Communicating in English and German both written and spoken

12/2016 – still working

**Freelance intepreter from German**at **Übersetzerzentrale** (München, DE)

* Interpreting during interrogations from German in Bulgarian bidirectional
* 09/2015 – still working

**Freelance translator from German**

**at Lingoking (München, DE)**

* Translation from German into Bulgarian of driving licenses, land lease contracts, vehicle industry

01/2003 – 05/2016

**Freelance Translator from English into Bulgarian and from German into Bulgarian at NINA Translation Agency, Magistra Ltd, Masters Translations, Milena M (see letters of reference)**

**University of Veliko Turnovo** (Veliko Turnovo, BG)

* + - * Master in Linguistics and Translation – English Philology – 2002

EDUCATION

* + - * Goethe Zertifikat C1 - 2014
      * TOEFL Institutional – 2011
      * EPSO Competition EPSO/CAST/SECR/2008 - Contract agents – Secretaries

EXPERIENCE ABROAD

04/2010 – 04/2010

**Study Visit Quality in Teacher Training** (Murcia, SP)

09/2009 – 12/2009

**Work (voluntary) Poeti nella Societa** (Basel, Switzerland)

02/2007 – 02/2007

**Study Visit Use of Computer Technology in Education** (Leeuwarden, NL)

04/2005 – 04/2005

**Study Visit Writing Project Proposals** (Hammingkeln - Dingden, DE)

OTHER SKILLS

**Languages:**

* Bulgarian, native
* English, proficient C1/C2
* German, proficient C1

**Computer Skills:**

* MS Office (Word, Excel, PowerPoint)
* Memosource, Trados 2014
* Social Media (Facebook), WhatsApp