




Nadejda Todorova


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Gender: Female

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WORK EXPERIENCE

01/06/2007 – CURRENT

Translator and Interpreter - Bulgarian, Italian and German Freelance

Sworn translator at Certifications and Legalizations Department at Ministry of Foreign Affairs, Bulgaria
Associate Member of AITI (Italian Association of Translators and Interpreters), Reg. N. 216042
Work with leading translation agencies, as well as translations for direct clients – law offices, Italian firms (commercial, building & construction, consulting), state institutions.
Technical translations (User manuals, bills of quantities etc) in the following fields: building & construction, electricity, food and drink industry, mechanical engineering, packing industry, HVAC, ecology and environment, etc.
Legal translations (notarized title deeds, Court decisions, contracts, legislation etc)
Translations in the area of economy and trade (Annual financial statements, market research etc)
Medical translations
Utilization of computer assisted translation tools (CAT) – SDL Trados Studio 2021, Transit NXT, Memsources.
Consecutive interpreting at seminars, business meetings, trade talks, etc.
Simultaneous interpreting.
Coordination and assistance activities, interpreting and translations in the context of European projects, in particular for Local Action Groups (LAG) - Leader+ Community initiative, and for end clients
Translation and Interpreting services for projects, supported by the BG Ministry of labour and social policy through the Human Resources Development programme
Interpreting services for a 9-months clinical trial project in Italy

18/11/2004 – 30/11/2007 Sofia, Bulgaria

Project manager Co.Export Bulgaria Ltd

Project manager at the associated company of the Italian consortium Co. Export (unit for internationalization of companies of Compagnia delle Opere) and of the law office Crastolla, Rome
Organization of entrepreneurship task missions of Italian companies in Bulgaria, research for seeking of suitable business partners, market surveys, promotional events, coordination of interministry project between the Bulgarian Employment Agency and the Italian Employment Agency for employment of professional medical nurses for work in Lombardy, Italy; written translations of competition documentation for public procurement and of legal texts and maintenance of contacts with the Italian and Bulgarian clients, execution of commercial correspondence etc.

01/01/2002 – 01/11/2002 Sofia, Bulgaria

Office manager Balkan Multimedia System Ltd

Commercial correspondence, translations of company documents for the needs of the Italian company, translations in Italian of currently effective legislation in the field, translation of TV program production contracts, business plans, technical documentation of audio and video equipment, customs documentation, etc., interpreting during trade meetings and negotiations

01/12/2000 – 30/06/2001 Sofia, Bulgaria

Office coordinator Molimen Jsc

Execution of business correspondence with Italian partners, translation of company administrative documents in Italian and German language for the needs of the holding company with seat based in Switzerland

16/06/2000 – 30/11/2000 Sofia, Bulgaria

Secretary and Translator/Interpreter Energy Group Italy Ltd

01/10/1996 – 01/04/1997 Sofia, Bulgaria

Interpreter Kavalier Jsc

Interpreter in the shoe factory

EDUCATION AND TRAINING

01/10/2002 – 30/06/2005 Sofia, Bulgaria

Master of Business Administration Sofia University „St. Kliment Ohridski“

Final grade Master Degree

01/10/1996 – 30/06/2001 Sofia, Bulgaria

Italian Philology Sofia University „St. Kliment Ohridski“

Final grade Bachelor Degree

10/10/2000 – 30/05/2001 Sofia, Bulgaria

Zentrale Oberstufe Prüfung Goethe Institut

01/07/1999 – 31/08/1999 Perugia, Italy

Italian language and culture course, economic profile Foreign Student's University

01/10/1998 – 30/06/1999 Vienna, Austria

Intensive learning of German language Vorstudienlehrgang der Wiener Universitäten

15/09/1991 – 30/06/1996 Varna, Bulgaria

Secondary General Education School with foreign language teaching - Italian profile

LANGUAGE SKILLS

MOTHER TONGUE(S): Bulgarian

Other language(s):

Italian

Listening C2

Reading C2

Writing C2

Spoken production C2

Spoken interaction C2

German

Listening C2

Reading C2

Writing C1

Spoken production C1

Spoken interaction C1

English

Listening C1

Reading C1

Writing B2

Spoken production B2

Spoken interaction B2

Russian

Listening C1

Reading C1

Writing B1

Spoken production B1

Spoken interaction B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Windows XP | MS Office (MS Word, Excel, Powerpoint) | CAT Tools (SDL Trados Studio 2021, Memsource, Transit NXT)

ADDITIONAL INFORMATION

Communication and interpersonal skills

- **Good communication and human relation skills, team working skills**
- **Flexibility and skills of mediation**

Organisational skills

- **Good analytical and organizational skills, high sense of responsibility**

Hobbies and interests

- **Interested on social initiatives**

Driving Licence

- **Driving Licence: B**

Volunteering

10/10/2018 – 20/10/2018

- **Project for visually impaired adolescents Vision+** Volunteering as part of a European project on theater practice for visually impaired adolescents