

PERSONAL INFORMATION

Emilia Evtimova

📍 Varna, 26 "Todor Ikonov" Street (Bulgaria)

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WORK EXPERIENCE

31/12/2008–Present

Co-owner and manager

EPG Ltd., Varna (Bulgaria)

Managing the activity of the company - real estate sales and property management.

01/02/2003–31/12/2008

Regional Manager for Varna

Stara Planina Properties, Varna (Bulgaria)

- managing the operation of the real estate company for Northeastern Bulgaria
- liaising with solicitors, notaries etc. regarding the legal side of the deals
- communicating to the foreign clients of the company
- interpreting and translating for the British owners of the company

01/06/2002–01/02/2003

Foreign Trade department officer

Dimyat Winery, Varna (Bulgaria)

- preparation of quotes for the sale of wines
- preparation of contracts for the delivery of wine
- liaising with the accountancy department
- communicating to the clients
- liaising with the marketing department
- interpreting and translation for the head of the department

01/02/2002–31/05/2002

Licensed translator

Phoenix Bulgaria translation agency, Varna (Bulgaria)

- translation and interpreting

01/10/1999–28/02/2002

Office assistant

RF&T, Dobrich (Bulgaria)

- liaising with the land owners
- preparing rental contracts
- assisting the accountant
- interpreting and translating for the British owners of the company
- preparation of different statistical reports
- operating with the Key Accounts farming software
- liaising to the agronomists and the farm staff

EDUCATION AND TRAINING

15 September 1994–30 June 1999

Master's degree in International Economic Relations

University of Economics, Varna (Bulgaria)

- international economic relations
- diplomacy
- international marketing
- finance
- international trade
- EU institutions and law
- international law

15/09/1989–30/06/1994

Language high school, Dobrich (Bulgaria)

intensive learning of English language

PERSONAL SKILLS

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C2	C2
French	B1	B2	B1	B1	B1
Russian	C1	C1	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- very good communication skills
- I have worked in an international environment and communicated to people of different nationalities

Organisational / managerial skills

- good organisational and managerial skills gained in the past 10 years of working as a regional manager

Digital competence

- MS Office
- OpenOffice/LibreOffice
- Photoshop and other photo editing software
- Internet
- Google translation toolkit