

# CURRICULUM VITAE/PROFESSIONAL RESUME

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**Nationality: Bulgarian**

**Marital status: Married**

## ENGLISH-RUSSIAN-BULGARIAN TRANSLATOR & EDITOR

### Educational background

#### **1982-1985**

Veliko Tarnovo University - Russian Language and Literature (second foreign language:English)

Degree obtained: Master's degree in Russian Language and Literature (equivalent)

Qualification: Russian Language Specialist and Russian Master

#### **1981-1982**

A. S. Pushkin Institute of Russian Language, Moscow, Russia

#### **1979-1981**

Veliko Tarnovo University, Bulgaria - Russian Language and Literature (second foreign language: English)

#### **1975-1979**

Language High School, Plovdiv, Bulgaria (foreign languages specialization /Russian, English/)

### Training

#### **1995**

Computer literacy course at company VMZ Co., Sopot, Bulgaria

#### **1988**

6-month English language course at the National Informatics Training Centre, Sofia

### Professional experience

#### **1983 – 1985**

Elementary school teacher

#### **1985**

Guide working with bands of tourists

#### **1986 - 2022**

In 1986 I started work at VMZ EAD, Sopot, Bulgaria (the largest engineering works in Bulgaria), originally as a Russian-Bulgarian/Bulgarian-Russian translator, later on I gained great practical experience in English-Bulgarian/English-Russian/Russian-English translations.

I translated and edited business letters, business plans, contracts, offers, orders, invoices, bank documents (letters of credit, etc.), insurance claims, complaints, customs documents, technical instructions, operation manuals, engineering standards & specifications, patents, licenses, EU-related texts (directives, EU standards), military standards, NATO publications, defense catalogues. I have also been engaged in on-site translation and interpreting (workshops, laboratories, proof grounds, etc.). I am experienced in translating and editing of texts from various areas: tech/engineering (industrial, mechanical, electrical), chemistry and metallurgy, defense (weapons & ammunition), information technologies, computer science, trade, marketing, advertising, economics and finance, accounting, banking and payments in foreign trade, insurance, patents and copyright, intellectual property, taxation, environment protection, law, etc.

### **Sample translation titles**

Instruction on preparation of 3P10-B air target imitators and firing from BM-13 (BM-13N) combat vehicle; MIL-STD-2105B; British Standard 91-89; Council Directive 93/15/EEC of 5 April 1993; EN ISO 3993; EN 1143-1:1997; PC Suite for Nokia 7650; Business Monitor International reports; MSDS of companies Hexion Specialty Chemicals GmbH, Henkel Technologies, Bakelite AG, etc.; NAMSA, Hirtenberger Defence Systems, GIAT Industries documentation; International instrument to enable states to identify and trace illicit small arms and light weapons in a timely and reliable manner; Unigrip multi-purpose precision electromagnetic chuck

### **Permanent engagement in completing freelance translation projects**

Working as sworn translator and proofreader for the following agencies:  
VMZ EAD; AEDA 3 OOD; Lingvista EOOD; Timset EOOD; Brida EOOD; EVS Translations; Veritas, etc.

### **Computer skills**

Word, Excel, Outlook Express, PowerPoint, Adobe Acrobat, OpenOffice, PDF to Word converter, WordFast  
Permanent Internet connection

### **Languages**

**Bulgarian:** *mother tongue*; **Russian:** *native-like fluency (read, written, spoken)*;  
**English:** *fluent (read, written)*

### **Translation experience**

English <> Bulgarian  
English <> Russian  
Russian <> Bulgarian

### **Rates**

Translation: depending on the specialization of the text – EUR 0.07-0.10 per source word

Checking: EUR 0.04 per source word

## **Daily output**

About 2,500 words

## **Quality assurance procedure**

Consulting experts in the respective fields about terminology

Using monolingual, bilingual and multilingual dictionaries of terminology in every field of expertise (Longman Dictionary of Business English, Macmillan Dictionary of Business and Management, Macmillan Directory of Technology in Global Financial Markets, Collins Business English Dictionary)

Using search tools, electronic dictionaries (Multitran, United Nations Multilingual Terminology Database, Eurodicautom, the multilingual term database of the European Commission)

Using Internet resources