

CURRICULUM VITAE

ALEXANDRINA IVANOVA

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Education:	
2007 – 2011	BA degree – Sofia University “St. Kliment Ohridski” Faculty of Classical and Modern Philology; Programme: English and American Studies; Specialization in Translation (medical translation; social and economic translation of media texts; children’s books translation; legal translation; fiction translation; scientific and technical translation)
2002 – 2007	Foreign Language High School “Yoan Ekzarh”, city of Varna – English Language programme
Work experience and skills developed:	
2007 – 2009	- books translation for a local publisher (total volume translated – about 252k words) Skills: persistency, consistency, ability to handle large volume projects, long-term time planning
2008 – 2009	- interpretation during business meetings; before a notary public (consecutive); Skills: eye-to-eye communication, public speaking
2010	- copywriter for „First Online Solutions“, city of Varna http://www.1stonlinesolutions.com/ Skills: learning how to overcome “writer’s block”, creativity; doing research on unfamiliar topics
2010 – 2015	- freelance translator/interpreter for annual “Water Tower” Art Festival – a festival for contemporary art http://watertowerartfest.com/ (total volume translated – about 56k words) Skills: organization, translation project management for a direct client
July 2012 – June 2013	- in-house translator and interpreter for „Arte.doc“ translation and legalization agency, city of Sofia (total volume translated: about 700k words) Skills: ability to concentrate in an office environment, multitasking, problem solving with end clients
June 2013 – present	Freelance translator for various translation/localization agencies and direct end clients

	<p>Skills: time management, ability to handle projects in various fields, quick learning and adapting to new clients and requirements (total volume translated: about 4 million words (and counting))</p>	
2016 – present	<p>Volunteer translator at Khan Academy – translation of lessons in various classes for elementary and high-school students in Bulgaria.</p>	
Specialization in:		
	<ul style="list-style-type: none"> - marketing, advertising, websites; - medical (general texts, medical case history documents, discharge summaries, certificates, patient information leaflets, clinical trials (patient materials), etc.); - texts for the tourism industry; - documents (civil status, education documents, agreements, company documentation); - legal (EULAs, contracts, court judgments, decisions; statements, etc.); - telecommunications, IT (general); - technical texts (general texts, user manuals); - gaming; - transcreation and adaptation - linguistic quality assurance (for marketing, IT, tourism projects) 	
Software skills:		
	<p>SDL Trados Studio (NMT) SDL Trados TagEditor Idiom MemoQ Xbench Linguistic Toolbox ABBYY Fine Reader Memsources</p>	<p>Phrase Express Microsoft Office 2016 Adobe Acrobat XI Pro XTM translation platform MateCat translation platform Smartling translation platform</p> <p><i>I am always willing to master new CAT Tools, if necessary.</i></p>
Dictionaries / online resources most often used:		
	<p>EUR-Lex – access to EU law proz.com – translators forum Multi technical dictionary/medical dictionary (slovoed.com) Microsoft Language Portal</p>	
Major end clients:		
	<p>My end clients include some of the leading companies in Europe, USA and China in the fields of photography, cinema, television, printing solutions, mobile devices and communication, computer manufacturers, software development, air travel, tourism, gaming as well as most major Bulgarian government institutions and agencies.</p> <p>References are available upon request.</p>	