

PERSONAL INFORMATION

Zhana Orlinova Zagorova



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Sex Female | Date of birth 9/12/1966 | Nationality Bulgarian

PREFERRED JOB

Educator

WORK EXPERIENCE

8/1989–Present

Developer of Language materials, Tutor and Translator

Freelancer, Sofia (Bulgaria)

- **Development of Bulgarian language materials** - co-author of Bulgarian language manuals for foreigners
- **Tutoring** - Bulgarian language tutor
- **Translation and interpretation** from and to English and Russian

8/1989–Present

Graphic Designer and Book Editor

Freelancer

- **Desktop Publishing** - Implemented the book design of 40+ books
- **Editing and proofreading** - Assisted with editing and proofreading of 20+ books

12/2013–12/2015

Program Coordinator

CORPlusS Foundation

1 Zheneva St., Sofia (Bulgaria)

<http://corplus.org/>

- **Coordination** of 2014 Bulgarian Creative Writing Competition in English project;
- **Organization and evaluation** - Assistance with the organization and evaluation of 2014 Spelling Bee Contest at school, regional and national level and the regional trainings of teachers from the participating schools;
- **Administrative support** of the project team (incl. website and database maintenance, information summary, communication with schools participating in Spelling Bee Contest and Creative Writing Competition, etc.).

9/2003–6/2013

Primary Education, Youth Development, Peace Corps Response and Legacy Manager

US Peace Corps - Bulgaria

24 Pirinski Prohod St., Sofia (Bulgaria)

- **Program Management** - Collaborated with local partners at national and local level to design, plan, review and implement sound project plans; Estimated projected numbers of Volunteers and skill sets needed to implement the projects; Identified, prepared, and managed Volunteer placements; Established and maintained relationships and partnerships with national and local level partners; Monitored & evaluated progress of Volunteer projects towards stated goals and objectives and gauged the impact of the program on host country nationals.
- **Training** – In cooperation with Programming and Training team designed and planned a comprehensive training strategy for Volunteers for their complete cycle of service and took an

active role in the implementation, facilitation, and documentation of quality training programs, incl. technical, cross-cultural and project design and management trainings.

- **Volunteer Support** - Mentored and supported 160+ Education, Youth Development and Peace Corps Response Volunteers to integrate into their communities and to improve job performance through feedback, assessment of work performance, and technical support.
- **Project Management** - Provided direction and feedback to program staff, incl. Program Assistant; Served as Project Coordinator for select initiatives – Legacy, Peace Corps Response, Information and Communication Technology and Women in Development/Gender and Development.
- **Legacy and Institutionalization** - Developed a plan for a successful phase down of Peace Corps Program in Bulgaria; Coordinated actions for a smooth, effective, and celebratory closure honoring the two decades of successful collaboration; Developed and facilitated 12 trainings for institutionalization and transferring skills.
- **Assistance to other Peace Corps Posts** - Designed and implemented two in-service trainings for 40+ Education Volunteers and their local counterparts in the Kyrgyz Republic and Indonesia.

5/1999–8/2003 Bulgarian Language and Culture Facilitator

US Peace Corps - Bulgaria
24 Pirinski Prohod St., Sofia (Bulgaria)
<http://www.peacecorps.gov/>

- **Teaching Bulgarian** - Taught Bulgarian language and culture to Trainees and Volunteers in Bulgaria
- **Materials Development** - Developing Bulgarian language manuals for US Peace Corps

9/2000–4/2003 English Language Instructor

International University in Moscow - Distance learning centre in Bulgaria
21 Gogol St., Sofia (Bulgaria)

- **Teaching English** - Taught English to students from intermediate to advanced level and administered exams
- **Curriculum Development** - Designed the curriculum and the syllabus of the English language program

2/1997–2/2003 English Teacher and Examiner

Znanie Language Centre
1 Pozitano Sq., Sofia (Bulgaria)
<http://www.znanie-bg.org/>

- **Teaching English and Test Preparation** - Taught English to 300+ students aged 5-16 from beginner to advanced level and helped them prepare for PITMAN Language tests
- **Link Teacher** - Served as a link teacher for two Dutch students
- **Examiner** - Administered exams in English for the European Language certificates

2/1995–12/1996 Lecturer in Cultural History of Bulgaria

New Bulgarian University
21 Montevideo St, Sofia (Bulgaria)
<http://www.nbu.bg/>

- **Lecturer** - Taught sessions and facilitated seminars and exams in cultural history of Bulgaria in Russian

2/1995–12/1996 Russian Language Instructor

Slavonic University

108 Rakovski St., 1000 Sofia (Bulgaria)

- **Teaching Russian** - Taught Russian to Bulgarian students from beginner to intermediate level

1/1991–2/1995 Expert in Marketing Department

Medbioengineering EOOD
5 K. Kisimov St., Sofia (Bulgaria)

- **Business and Technical documentation** - Prepared business documentation in English and Russian
- **Translation** - Translation and interpretation to and from English and Russian

EDUCATION AND TRAINING

2/2013–4/2014 Graphic Design

FNTS, Sofia (Bulgaria)
<http://www.fnts.bg/>

- CorelDraw X6
- Adobe CS6 - Illustrator, Photoshop, InDesign, Dreamweaver, Flash

9/2005–12/2007 Master of Business Administration - MBA

City University of Seattle in Bulgaria, Sofia (Bulgaria)
<http://www.cityu.edu/>

- **Core** - Managerial Communication and Research, Management Economics, Legal Systems in a Global Economy, Management Information Systems, Principles of Finance, Management Accounting, Quantitative Methods for Managers, High Performance Organizations, Operational Management, Business Policy
- **Focus** - Marketing Management, Advanced Marketing Research, Advertising - Promotional Strategies, Global Marketing, Advanced Strategic Marketing

5/2002–6/2002 Russian Language

Pushkin State Russian Language Institute, Moscow (Russia)
<http://www1.pushkin.edu.ru/>

- Russian Language

1/2002–1/2002 Teacher Development Course

Dorset International College, Bournemouth (United Kingdom)

- Teaching English as a Foreign Language

9/1997–7/1999 Teaching English as a Foreign Language - Post-graduate certificate

Sofia University "Kliment Ohridski", Sofia (Bulgaria)
<https://www.uni-sofia.bg>

- **Core** - Linguistics, Фонетика
- **Focus** - English, Teaching English as a Foreign Language, British and American culture and literature

4/1995–6/1995 Accounting and Economics - Post-graduate certificate

Economics Institute, Sofia (Bulgaria)

- Accounting, Finance, Taxes

11/1992–11/1993 Manager in International Business

University of National and International Economy, Sofia (Bulgaria)

<http://www.unwe.bg/>

- Business courses

9/1984–7/1989

Russian Studies - MA

Sofia University "Kliment Ohridski", Sofia (Bulgaria)

- **General** - Linguistics, Literature Studies, Pedagogy
- **Focus** - Russian Language and Literature, Teaching Russian as a Foreign Language, Translation and Interpretation

PERSONAL SKILLS

Mother tongue(s) Bulgarian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
TEFL certificate					
Russian	C2	C2	C2	C2	C2
University Diploma - Russian Language and Studies					

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 ■ Ability to work as part of a diverse, international team

Organisational / managerial skills ■ Management of programs, projects and people
■ Training design, facilitation and evaluation
■ Learning and knowledge management
■ International development

Job-related skills ■ Education and youth development
■ Community and organizational development
■ Translation and interpretation
■ Graphic design

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Independent user

Digital skills - Self-assessment grid

- Microsoft Office 2013 (Word, Excell, PowerPoint, Publisher, Access)
- Adobe CS6 (Photoshop, Illustrator, InDesign, Dreamweaver)
- CorelDraw X6

ADDITIONAL INFORMATION

- TEFL certificate
- Master's degree - Russian Studies
- Graphic Designer certificate