

SVETLANA RADEVA

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SUMMARY:

- Analysis and review of reports related to the implementation/transposition of European Commission Directives and Regulations into the national law of the EU Member States
- Interpretations, translations, teaching and test administrations in the English - Bulgarian language pair.
- Bulgarian Localization, QA, QC, linguistics, MT, Post edit, Back edit
- ILR level 3/4 proficiency in English & Bulgarian; Public Trust Security Clearance
- Contracts, litigation support, in-house legal corporate compliance, subordination, mechanic liens
- Software packages: Wordfast Pro, QuickBooks, eCounsel, Summation, Lawbase, CaseMap, Prolaw, Livenote, EDGAR, Legal Solutions and Concordance databases. Excellent knowledge of Lexis, Westlaw and Pacer
- Draft pleadings, Supplier Agreements and Non-Disclosure Agreements
- Document review experience
- Computer Skills: Microsoft Word, Excel, PowerPoint, Outlook

LANGUAGES:

- Fluent in Bulgarian, basic Russian

EXPERIENCE:

Manpower, MVM, Valbin

May 2012 – Present

Independent Linguist for the DOJ, USCIS/ ICE and EOP

- Successfully providing interpretation services, translations, editing and analysis for various government agencies with granted Public Trust Security Clearance. Translated documents include legal documents such as extradition packages, Government Acts, Affidavits, Indictments and more.

Bulgarian Localization & QC for subtitles, gaming and webinars

Apr 2016 - Present

- Ensures the best possible quality of localization by enforcing style guides and translation consistency.

Cyram, Telanguage, TransPerfect, Ingenuiti & Lionbridge

Freelance Interpreter, Translator, QA and Tester

Mar 2016 – Present

- Providing over the phone and on-site interpretation, translation and QA services for USA and UK based medical, legal and financial institutions and for various government agencies. Test administrations, translations, QC, linguistics, MT, post edit, back edit and audio transcriptions.

Independent Lawyer-Linguist for the European Commission

Sep 2018 – Sep 2019

- Remote analysis and review of reports relating to the implementation, transposition and the conformity of the European Commission Directives and Regulations into the national law of the EU Member States.

Coppa Law Group, Inc. / The Financial Firm - Thousand Oaks, CA

Dec 2012 – Feb 2017

Paralegal / Loan processor – Part Time

- Legal support for a busy law firm specializing in the areas of real estate development, hotel time shares, and estate planning.
- Loan processor & accounting – processing refinancing loans, subordination, time billing, client invoices and bank accounts reconciliations through QuickBooks.

Loftus & Loftus, Ltd. - Park Ridge, IL
Litigation Paralegal – 40 hours a week

Feb 2008 – Mar 2009

- Provided legal support for a busy law firm specializing in the areas of foreclosures and real estate.
- Significant involvement in all stages of the litigation process - drafted complaints, motions and discovery requests and responses.
- Prepared mechanic liens and complaints for construction clients in compliance with the state law requirements and docketed relevant dates.
- Assist in post-judgment – prepare and file writs of execution, wage garnishments and abstracts.
- Responsible for the law firm’s litigation calendaring and document management.

Samsung Electronics America, Inc. - Irvine, CA
In House Paralegal – 40 hours a week

Sep 2005 – Dec 2007

- Assisted the Legal Department in providing legal support to numerous Samsung entities.
- Drafted, reviewed and revised Supplier Agreements, Purchase Agreements and NDAs for potential Dealers and Distributors; preparation and review of procurement packages.
- Drafted term change letters, amendments and addendums for customer agreements; handled and reviewed sales representative’s firm agreements.
- Assisted with litigation management for all outstanding lawsuits as a primary contact with outside counsel.
- Review, research and preparation of discovery materials.
- Manage contracts administration and process management of dealer, retailer, distributor, consulting, & confidential disclosure agreements.
- Monitored and performed quarterly contract audits and compliance reviews.
- Assisted in managing in-house litigation relating to class actions, intellectual property disputes, labor & employment matters, bankruptcy claims, and product liability issues.

Hanson & Bridgett LLP - San Francisco, CA
Litigation Paralegal – 40 hours a week

2001 – Aug 2005

- Pre-trial and discovery preparation such as client meetings, document productions and privileged logs, drafting responses to requests for productions and legal research. Involvement in trial preparation and post-judgment.

Varna Law Office – Varna, Bulgaria
Contracts Lawyer

1996 – 1998

- Successfully assisted clients with preparing, maintaining and revising various vendor contracts.

EDUCATION:

West Information Center - San Francisco, CA

2001

- Westlaw Paralegal Certificate
- Attended Continuing Legal Education Seminars for Paralegals and Legal Assistants

City College of San Francisco - San Francisco, CA

1999

- Academic Reading and Writing

University of Plovdiv, Plovdiv, Bulgaria

1991 – 1996

- Master’s Degree in Bulgarian and International Law