


TANYA KALTSEVA

3700 Vidin, Bulgaria 

+359887822199 

Kaltzeva74@gmail.com 

<https://bg.linkedin.com/in/tania-kaltzeva-2753a1b1> 

Responsible legal professional, passionate about delivering outstanding quality and service. Offering 13 years of experience providing legal services with history of recognition for performance. Displays outstanding knowledge and practical expertise to provide exceptional all-round service. Trustworthy, adaptable, self-motivated to consistently provide first-class results in line with stringent targets and deadlines. Meets job demands and deadlines through diligent work-ethic and dedication to quality.

Experience

JUNE 2019 – TILL PRESENT

Legal Counsel | United Bulgarian Bank, KBC Group

In house legal council with main activities and responsibilities in enforced debt collection; distressed assets, litigation and procedural representation in enforced cases.

MARCH 2016 – MAY 2019

Attorney at Law | Personal practice-freelancer |

Dealing preferably with civil and administrative cases and litigation; Also had some cases in criminal law; Worked as public defender and pro bono cases; Prepared and drafted all kinds of legal documents, contracts, deeds etc.; Mediator in disputes and negotiations between opposing parties; Handled clients concerns and escalated major issues to court; Managed complaints with calm, clear communication and problem-solving attitude.

NOVEMBER 2010 – FEBRUARY 2016

Attorney at Law | Prima Lex Law Firm and Genchev Law Firm

- Study and preparation of documentation for different types of lawsuits and cases; providing legal advice mainly in the field of civil and public relations; contacts with notaries, bailiffs and administrative structures; investigation, preparation and bringing of cases before the courts; preparation of documents for registration in the Commercial Register; preparation of various private documents and contracts.
- Prepared thorough, accurate and well-edited documents for cases, client communication and internal needs. Evaluated elements of civil litigation, proactively initiating and responding to claims. Maintained and proactively managed case progression, fostering settlement within designated targets and timescales.
- Worked with outside attorneys and legal staff to support cases.

MAY 2010 – OCTOBER 2010

Trainee jurist | Regional Court of Vidin

Participation in the preparation and preparation of all types of judicial acts; preparation of hearings; reporting of incoming and ongoing cases; other tasks related to the organization and operation of the judiciary. Provided assistance in legal practice survey for judges and other court stuff.

APRIL 2004 – NOVEMBER 2007

Public Relations Associate | Administration of the Regional Governor of Vidin District

Supporting the work of the Public Relations Department, Administration of the Regional Governor. Developed team communications and information for meetings. Prepared timely and accurate drafts, reporting and analysis for the work of the Regional Governor's office. Promoted safe working environment by implementing regulatory standards, policies and guidelines.

Education

APRIL 2010

Master in Law Science / Sofia University "St.Kliment Ohridski", Bulgaria

MAY 2001

Bachelor in Public Administration / Southwestern University "Neofit Rilski" Blagoevgrad, Bulgaria

- Coursework in Bulgaria's European Union membership

Skills and Activities

- Experience as an author and host of radio shows and presenter in public events.
- Worked as an interpreter for the mission of OSCE in Bulgaria for monitoring the parliamentary elections and also a translator for various organizations.
- Experience as a legal advisor in the largest trade union organization in Bulgaria on issues related to labor and employer-employee relations.
- More than 15 years, I have been working in the non-government sector in an organization for protection of human rights and, in particular, of the Roma minority in Bulgaria. I have participated in the implementation of several large projects as a consultant, coordinator, translator and advisor on human rights protection issues.
- Volunteer in the work of the community center-Chitalishte with the group for preservation of Bulgarian traditions and folklore.