



Steliana Koleva

Translator and reviser

I have always been passionate about languages. I'm a detail-oriented person, who is a team player. Time management is one of my biggest strengths. Translating is my dream job!

Contact

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Address

Ruse, Bulgaria

Education

2018-2020

Master's Degree in European Studies and Public Administration in English

University of Ruse

2014-2018

Bachelor's Degree in European and Global Studies in English

University of Ruse

Secondary school:

English Language School

2008-2014

Expertise

Translation and revision

SDL Trados Studio

Memsources

Zendesk

CSI

JIRA

Languages

English

Bulgarian

Experience

○ **2023 - current**

Political Party

Office assistant

Responsibilities: organising the activity of the party in the region, developing a database of the party, working with administrative documents, organising and participating in meetings, events, media appearances, roundables, etc.

2017 - current

Self-employed

○ **Freelance translator and reviser**

Experience: working for the European Commission's Directorate-General for Translations. Fields of translation: agriculture, economics, trade, research and innovation, digital market, energy, etc. Machine translation.

2022 - 2023

Telus International

Travel bookings assistant (teleagent)

○ Tasks: providing customer support via email and phone (both outbound and inbound), working on two projects simultaneously, handling requests related to train, coach and flight bookings, dealing with numerous providers and systems, and of course, aiming to solve cases to the satisfaction of the customers.

Reference

Elzhana Budakova

Team Manager, Telus International

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<https://www.trustpilot.com/review/omio.com?search=steliana>