

Galina Staykova

Translator

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SERVICES

- Translation
- Localization
- Subtitling
- Proofreading
- Terminology management
- DTP

WORKING LANGUAGES

- Bulgarian-German
- German-Bulgarian

EXPERTISE

- **Localization:** software, websites, games, online help files, documentation, manuals and user guides, training courses, etc.
- **Technical:** telecommunications, building and construction engineering, computers (networking, systems, hardware), IT, training manuals, etc.
- **Law:** contracts, agreements, licences, affidavits, court papers, certificates, diplomas, etc.
- **Finance, economics, business:** covenants, business proposals, correspondence, marketing, business management, logistics, product presentations, business correspondence, offers of services, corporate brochures, invoices, sale catalogues, etc.
- **Multimedia:** subtitling
- **Science:** archaeology, history, linguistics

EDUCATION

- *Master of Linguistics and translation* 09. 2002 - 10. 2004
"Ep. K. Preslavsky" University - Shumen, Bulgaria
MA Thesis: „Schönheitsbilder im sprachlichen
Weltbild der Deutschen und der Bulgaren"
- *Bachelor of German philology* 09. 1998 - 07. 2004
"Ep. K. Preslavsky" University - Shumen,
Bulgaria
- Foreign Language High School „Konstantin
Preslavsky", Bourgas, Bulgaria 09. 1993 - 06. 1998
Profile: German language

WORK EXPERIENCE

- *Freelance translator* 2002 – present
- *PhD* (Textlinguistics and Cognitive linguistics),
Department of German Studies,
"Ep. K. Preslavsky" University - Shumen,
Bulgaria 03. 2006 – present
- *Translator, Proofreader* 09.2004 - 12.2004
Proofreading, Translation (chapter „Vogel“), Design
of the book – Hermann Hesse - „Märchen“
(Bilingual edition – German/Bulgarian)
University Publishing House "Ep. K. Preslavski",
Shumen, Bulgaria
- *Proofreader* of the book "Antichnoto nasledstvo
na Bylgaria" (bulg.) 06.2004 - 07.2004
Publishing House "Antos Poligraph" Shumen, Bulgaria
- McDonald's 07.2001 - 09.2001
Munich /Freising/, Germany

OTHER SKILLS AND EXPERIENCES

- IT certificate at the Professional High school of Economics, Bourgas, BG 09.1994 - 05.1998
- Bank accounting certificate at the High school of Mathematics, Bourgas, BG 09.1994 - 05.1998

COMPUTER SKILLS AND CAT TOOLS

- Notebook HP - Windows Vista Home, Office 2007
- Desktop PC - Windows XP, Office 2003
- Trados 7.5, Transit XV Professional v. 3.1 SP 20, SDLX Lite 2006, Wordfast 5.51, Déjà vu X Professional v. 7.0.284, OmegaT
- Catalyst, MS LocStudio 4.6, Passolo 6, Multilizer 6.2.0.19, Sisulizer 1.5.5, Vizual localize 6.3, SDLinsight 2003
- Adobe Acrobat Professional 8 + Acrobat Distiller 8, Adobe PageMaker 7, Adobe FrameMaker 7.1, Adobe InDesign CS3 5.0, Adobe InCopy CS3, Adobe Illustrator CS3, Adobe Photoshop CS3, QuarkXPress, Dreamweaver

LANGUAGES

- Bulgarian – native
- German – fluent
- English – intermediate
- Russian – intermediate

CREDENTIALS

- Certified Sworn Translator, Ministry of Foreign Affairs of Bulgaria

REFERENCES

- Available upon request.