



## Curriculum Vitae

**Name:** Ivelina Stoyanova Todorova

**Date of birth:** May 19, 1971

**Place of living:** Silistra

**Nationality:** Bulgarian

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### Education:

2014 - Certificate Oxford test of English - level B2

2005 - Qualification Certificate from Cambridge, The U.K.

1997 - Shoumen University, Master's Degree in English philology.

1990 - Secondary education - language school "Peyo Yavorov", Silistra.

### Work experience:

- 1996 - 2000 English teacher at "Peyo Yavorov" Language School, Silistra

- 2002 - 2014 teacher of English at "Ivan Vazov" School, Silistra

Working on 3 international projects:

- Socrates-Comenius: Keeping the correspondence, writing reports in English and preparation of financial statement.

- 2012 - 2013 Cross-border Project - office assistant and translator: translation of documents into English - Act for property of the school, certificate of NRA, translations of employment contracts and the Annexes, the application form and keeping correspondence.

- 2013 -2014 - Cross-border project, "Step by step towards a nature-friendly behavior and increased environmental protection", code 339, office assistant and translator: Translation of the application form, the monthly reports for the daily work of the team, preparation of the progress report in English with accounting data, translation during meetings and conferences.

- 2001 - and now

Part-time translator for "Nikoleta Intellect - Nikoleta Radeva" Silistra.

Translation of diplomas and certificates, contracts for export, tax declarations, projects:

- Agreement for subcontracting activities of SALP AD (EN BG),

- Machine for chemical seed treatment - PEKTUS (EN BG)

- Project "Installation of equipment for organic cultivation of raspberries" (BG EN)

- Statute of the non-profit association Bridge Media C (BG EN)

- Instruction for operation and maintenance of digital multimeter of ALSTROM, for Power Plant Maritza East 1 (EN BG)

- 2007 - 2011 translations for "Euroethyl JSC"
  - EU regulations for biofuels
  - European Commission - analysis of agriculture of the EU
  - Full PIN/ Project Idea Note for joint implementation of a project for bioethanol plant
  - Operation Manual of Tietjen hammer mill, Germany
  - Manual for the installation, operation and maintenance of Danstoker Boiler, Denmark
  - Declarations of conformity
  - Bank Credit line
  - Investment project for the construction of a wind energy park
  - Specifications for assembly of Venlo greenhouse, the Netherlands.
- 2015 – now Freelancer with English – full-time

**Main spheres of translation:** documents, diplomas, certificates, contracts, EC regulations for fuels, agriculture and renewable sources of energy, technical guidelines for operation of machines, project documentation, financial statements, tourist advertisements, texts of sites.

- 2020 – I have translated 3 books of Dimitar Krustev and 1 of M. Rivera from Bulgarian into English
- 2021 – I have translated 4 books of A. K.Meyer from English into Bulgarian, available on Tektime.it site.

**Consecutive translations during meetings:**

- Nov. 2013 – translation during business meeting for building a bridge on the river Danube
- August 2013 – Highlights of Silistra – sightseeing trip with tourist from a cruise ship in Silistra and Alfatar
- Oct. 2018 – translation at the Sreburna reserve and in the Town Hall with Interreg visitors promoting sustainable velotourism along the river Danube
- Translating at Notary offices, accompanying foreigners at institutions.

**Computer skills:** MS Office, Word and the Internet.

**Language pairs:**

English - Bulgarian  
Bulgarian - English

**Hobby:** Languages, knowledge of other cultures and customs, travel, photography.

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