



Europass Curriculum Vitae



Personal information

First name(s) / Surname **Simeonova, Gergana Simeonova**
Address 13A, Gen. Skobelev Str., 2nd Fl., Apt. 4, 9002 Varna, Bulgaria
Telephone Mobile: +359 89 361 06 42
E-mail geri_simeonova@abv.bg Skype ID: gergana_simeonova6
Nationality Bulgarian
Date of birth January, 8th, 1978
Gender Female

Desired employment / Occupational field

Translator / Editor

Work experience

Dates	From April 2012 onward
Occupation or position held	Head Manager
Main activities and responsibilities	Correspondence with Clients, Recruiting; Curses in German
Name and address of employer	GERmanica EOOD , 13 A Gen. Skobelev Str., Varna
Type of business or sector	HR; Curses in German
Dates	February – August 2011
Occupation or position held	Customer representative
Main activities and responsibilities	IKEA Hotline Clients Support in German and Polish
Name and address of employer	Stream Ltd. , Sofia, LQ "Mladost 4", Sofia Business Park, building 3, tel: 02/400 85 88
Type of business or sector	Telephone services
Dates	April 2010 – October 2010
Occupation or position held	Teacher in German
Main activities and responsibilities	Teaching in German
Name and address of employer	Alpha Medica Ltd. , Varna, MC Hellios, 3 rd Fl., tel: 052/603 883
Type of business or sector	Curses to adults

Dates	September - February 2009
Occupation or position held	Proof reader
Main activities and responsibilities	Editing translations
Name and address of employer	Ad Verbum Ltd , Varna, 10, Ivan Vazov Str.
Type of business or sector	Translation Services
Dates	From 1996 onward
Occupation or position held	Freelance translator from Bulgarian to German and Polish and v.v.
Main activities and responsibilities	
Name and address of employer	
Type of business or sector	Translation Services
Dates	January-September 2008
Occupation or position held	Office Assistant
Main activities and responsibilities	Administrative and translation activities
Name and address of employer	MM Service EOOD , Varna, Industrial Zone of Aksakovo, tel. 052/ 608 991
Type of business or sector	Repair and selling of machinery for the meet industry
Dates	May 2006 – May 2007
Occupation or position held	Technical Assistant
Main activities and responsibilities	Translation of the company site, interpreting at reviews
Name and address of employer	BGP Services Ltd. , Varna, 20, Dragan Tsankov, tel.: 052/ 911 115
Type of business or sector	Real Estate
Dates	February – May 2006
Occupation or position held	Sales Manager
Main activities and responsibilities	Editing and promoting company site, administrative services
Name and address of employer	Rentomobile Varna, 20, Dragan Tsankov, tel.: 052/ 911 115
Type of business or sector	Rent-a-car
Dates	May – September 2005
Occupation or position held	Tour Guide
Main activities and responsibilities	Tour guide to German and Polish guests
Name and address of employer	TUI Bulgaria Varna, 4. Panagjurishte, tel.: 052/ 699 699
Type of business or sector	Travel & Tourism

Education and training

Dates	1997-2004
Title of qualification awarded	MA, Slavic (Polish) Philology, Second major: German Philology (III year)
Principal subjects	German/Polish grammar, literature, history, German literature, translating and interpreting skills, etc.
Name and type of organisation providing education and training	“St. Kliment Ohridski” Sofia University
Dates	1992-1997
Title of qualification awarded	High School Diploma
Principal subjects	German Language, history, literature and philosophy in German
Name and type of organisation providing education and training	Humanitarian High School, German language, Varna
Dates	1993-1997

Principal subjects Course in Bulgarian Punctuation, Radio-Television Journalism, Editing
 Name and type of organisation Humanitarian High School "K.Preslavski", Varna
 providing education and training
 Dates 1997-2001
 Principal subjects Course in sociolinguistics and anthropology of the city
 Name and type of organisation "St. Kliment Ohridski" University, Sofia, Bulgaria
 providing education and training
 Dates February –June 2001
 Principal subjects Specialization in Polish Philology– 4 months, Warsaw, Poland
 Dates July 2000
 Course Polish language course in Lublin, Poland

Personal skills and competences

Mother tongue **Bulgarian, German**

Other language(s)

Self-assessment

Understanding

Speaking

Writing

European level

Listening

Reading

Spoken interaction

Spoken production

Polish

C2 Proficient User

C2 Proficient User

C2 Proficient User

C2 Proficient User

C2 Proficient User

English

B2 Fluent

B2 Fluent

B2 Fluent

B2 Fluent

B2 Fluent

Computer skills and competences good command of MC Office™ tools (Word™ and Excel™); Outlook, MozillaThunderbird, Internet CAT : Trados 7, Trados Studio 2015; Idiom, MemoQ, Déjà vu, etc.

Other skills and competences hobbies – literature, music, cinema, psychology

Additional information