

Curriculum Vitae

Personal Data & Contact Information

Personal Data

Name	Elka Barakova
Date of Birth	27 November 1957 - 55yrs.
Gender	female
Marital Status	Single
Driving License	No



Contact Information

Region	Sofia
Telephone	0894069529
E-mail	evbarakova@abv.bg
Preferred Communication Channel	E-mail

Desired Target

Target Position	Translator, Teacher, Assistant
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Work Experience

Period	March 2011 - Present
Company	Technoexportstroy JSC
Industry of Work Experience	construction
Location	Sofia, Bulgaria
Position	Translator & Interpreter in Arabic
Job Level	Administrative and Support Staff
Type of Position	full-time
Responsibilities	Translation of documents from/to Arabic
Work Experience Abroad	Yes

Period	October 2004 - March 2011
Company	TECHNOEXPORTSTROY JSC, LIBYAN BRANCH
Industry of Work Experience	construction
Location	Tripoli, Libya
Position	Translator & Interpreter in Arabic, Secretary of the Branch Manager
Job Level	Administrative and Support Staff
Type of Position	full-time
Work Experience Abroad	Yes

Period	October 2001 - October 2004
Company	Technoexportstroy JSC
Industry of Work Experience	construction
Location	Sofia, Bulgaria
Position	Translator & Interpreter in Arabic
Type of Position	full-time

Period **April 2000 - October 2001**
Company **EMAS Publishing House**
Industry of Work Experience media
Location Sofia, Bulgaria
Position **Translator from German language**
Job Level Administrative and Support Staff
Type of Position free-lancer

Period **November 1991 - April 2000**
Company **Samokov Hotel******
Industry of Work Experience tourism, hospitality
Location Borovets, Bulgaria
Position **Receptionist, Front desk services**
Job Level Administrative and Support Staff
Type of Position full-time

Period **September 1989 - October 1991**
Company **Jastrebets Hotel *****
Industry of Work Experience transportation, logistics
Location Borovets, Bulgaria
Position **Receptionist, Front desk services**
Job Level Administrative and Support Staff
Type of Position full-time

Education

University/Higher Education

University/Higher Education **Sofia University**
Period 2012 - Present
Major **Postgraduate Qualification in English Language Teaching**

University/Higher Education **Sofia University**
Period 1977 - 1982
Degree Master
Major **Arabic Studies**

High School/Secondary Education

Period 1971 - 1976
Type of School German language school

Additional Skills, Competences and Achievements

Languages **Arabic** - fluent
English - fluent
German - fluent

Computer Literacy

Russian - good

Internet (e-mail www)

MS Office 2007

Windows XP