



**Polina  
Nikolova**

Nationality: Bulgarian

## CONTACT

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## WORK EXPERIENCE

### 2012 – CURRENT

#### **Freelance Translator for different ongoing projects**

different translation companies stated below

- Glococo  
Technical manuals
- Interleng  
Technical text and biochemistry documents
- Ad-hoc translation:  
Ongoing marketing and product materials for SteelSeries headphones  
Ongoing medical forms and oncological reports
- Translation of marketing materials and product description for Triumph
- Pharmaceutical form and medical content - Localize a2z
- Marketing information and announcement documents - Edu Language group
- Logistic documents and chemical information for dangerous waste goods - Speakt Ltd
- Marketing and technical translations - Переклад Про (Ukraine company)
- Technical Manuals - MAXSUN
- Technical manuals - Ali Al Wazir (Chinese company)

### 2017 – CURRENT

#### **Account Manager**

Ubiquis

- maintaining communication with company's clients and ensuring projects successful completion
- Scoping of projects, submitting quotes, delivering project, keeping deadlines
- handling and assigning translation projects to PMs and translators
- selling our services to other companies and growing the business

### 06/02/2017 – 20/04/2017

#### **content writer**

Arch Media Group

- writing articles about fashion, lifestyle and interior design
  - SEO optimization
  - WordPress customization
- Sofia, Bulgaria

### 01/12/2016 – 05/06/2017

## **Content Writer**

PFG Bulgaria

- writing articles for social media pages and website  
Sofia, Bulgaria

**14/08/2012 – 23/03/2013**

## **Personal Assistant and Translator**

Todorov and Todorov

I have made multilingual translations with spanish and english mainly legal, technical, business and accounting documents  
Sofia, Bulgaria

## **EDUCATION AND TRAINING**

**14/10/2015 – CURRENT – Sofia, Bulgaria**

### **Master Degree in General Psychology in English**

University of Sofia "St. Kliment Ohridski"

in-depth knowledge of current theoretical and methodological approaches and developments in the field of psychology;  
able to think critically and methodologically sound about key issues in psychology;  
able to conduct research in areas related to psychology  
equipped with the theoretical and practical knowledge that is relevant to positions in education, business or research.

**2008 – 2012 – Bulgaria**

### **Bachelor in Spanish philology**

st Kliment Ohridski University of Sofia (Bulgaria)

Journalism, Media relations

Profession: Spanish Literature Teacher

## **LANGUAGE SKILLS**

**MOTHER TONGUE(S):** Bulgarian

**OTHER LANGUAGE(S):**

Spanish

Listening C2	Reading C2	Spoken production C2	Spoken interaction C2	Writing C2
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**English**

Listening C2	Reading C2	Spoken production C2	Spoken interaction C2	Writing C2
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## **DIGITAL SKILLS**

CAT tools (memoQ, SDL Trados)

## ORGANISATIONAL SKILLS

### **Organisational skills**

self motivated, well organised, practical and creative approach towards the work environment

## COMMUNICATION AND INTERPERSONAL SKILLS

### **Communication and interpersonal skills**

open minded, communicative, interested in the wellbeing of the community

## JOB-RELATED SKILLS

### **Job-related skills**

fluency in two foreign languages, experience with legal, accounting, technical and business documents

capable of fulfilling daily target