|  |  |
| --- | --- |
| PERSONAL INFORMATION | Desislava Doncheva |
|  |
|   |  25, Parchevich Street, 1000 Sofia, Bulgaria  |
|  +35929818010  +359888909100  |
|  d.doncheva@aed.bg  |
| <http://aed.bg>; <http://aedbox.eu>   |
| Skype aed.studio   |
| Sex Female | Date of birth 21/09/1981 | Nationality Bulgarian  |

|  |  |
| --- | --- |
| JOB APPLIED FOR | Translator |

|  |  |
| --- | --- |
| WORK EXPERIENCE |   |

|  |  |
| --- | --- |
| 2012 – until now | Translator |
| HAYMILLIAN CO. LTDPallados 1, Paphos 8046, Greecewww.haymillian.com |
| * Subtitle translations
 |
| Business or sector Translation & localization services  |
| 2008 – until now | Translator |
| REZON TRANSLATION OFFICE12 Alabin Street, 1000 Sofia, Bulgariawww.prevodi.rezon.bg |
| * Translations
 |
| Business or sector Translation & legalization services |

|  |  |
| --- | --- |
| 2007 – until now | Translator |
| COMPASS TRANSLATION SERVICES51 General E. I. Totleben Blvd., 1606 Sofia , Bulgariawww.compass98.com  |
| * Translations, editing, proofreading
 |
| Business or sector Translation & localization services  |
| 2006 – until now | Translator |
| JARAVA BG6, Graf Ignatiev Street, 1000 Sofia, Bulgariawww.jaravabg.com |
| * Translations, editing, proofreading
 |
| Business or sector Translation & legalization services  |
| 2000 – until now | Translator |
| Various translation companies and officesTranslations of various documents – diplomas, enclosures to diplomas, certificates, agreements, contracts, offers, free text documents, subtitles, etc. in all fields. |
| * Translations, editing, proofreading
 |
| Business or sector Translation & legalization services  |

|  |  |
| --- | --- |
| EDUCATION AND TRAINING |   |

|  |  |  |
| --- | --- | --- |
| 1996 – 2000 | Private English Language High School “William Shakespeare” |  |
|  |
| * English, Translation Technology, Computer Science, Business and Management
 |

|  |  |
| --- | --- |
| PERSONAL SKILLS |   |

|  |  |
| --- | --- |
| Mother tongue | Bulgarian |
|  |  |
| Englishoanion Technology , Business and Management | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
|  | Proficient user | Proficient user | Proficient user | Proficient user | Proficient user |

|  |  |
| --- | --- |
| Areas of expertise | * Legal
* Business
* Manuals
* Diplomas, transcripts, certificates
* Movie subtitles, etc.
 |
| Rates | 0.07 EUR/word for standard translation*Note:**Rates depend on the type, volume and deadline.**Rates could be negotiated.* |
| Communication skills | Excellent communication skills gained through my experience as translator and dealing with clients. |

|  |  |
| --- | --- |
| Organisational / managerial skills | I can lead a team or be a part of one with the same confidence and success. |

|  |  |
| --- | --- |
| Job-related skills | Good command of quality control processes, great attention to details, promptness. |

|  |  |
| --- | --- |
| Computer skills | * Excellent command of all Microsoft Office™ tools;
* WordFast;
* Subtitle Workshop;
* Adobe Acrobat Pro;
* Adobe Macromedia;
* Sony SoundForge,e tc.
 |

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |   |

|  |  |
| --- | --- |
|  | * Friendly and reliable individual, always respecting deadlines, wiling to develop myself, know more and achieve perfection.
 |

|  |  |
| --- | --- |
| ANNEXES |   |

|  |  |
| --- | --- |
|  | * Copy of diploma;
* References, where applicable.
 |