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| PERSONAL INFORMATION | Desislava Doncheva |
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|  | 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 |

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| JOB APPLIED FOR | Translator |

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| WORK EXPERIENCE |  |

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| 2012 – until now | Translator |
| HAYMILLIAN CO. LTD  Pallados 1, Paphos 8046, Greece  www.haymillian.com |
| * Subtitle translations |
| Business or sector Translation & localization services |
| 2008 – until now | Translator |
| REZON TRANSLATION OFFICE  12 Alabin Street, 1000 Sofia, Bulgaria  www.prevodi.rezon.bg |
| * Translations |
| Business or sector Translation & legalization services |

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| 2007 – until now | Translator |
| COMPASS TRANSLATION SERVICES  51 General E. I. Totleben Blvd., 1606 Sofia , Bulgaria  www.compass98.com |
| * Translations, editing, proofreading |
| Business or sector Translation & localization services |
| 2006 – until now | Translator |
| JARAVA BG  6, Graf Ignatiev Street, 1000 Sofia, Bulgaria  www.jaravabg.com |
| * Translations, editing, proofreading |
| Business or sector Translation & legalization services |
| 2000 – until now | Translator |
| Various translation companies and offices  Translations 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 |

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| EDUCATION AND TRAINING |  |

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

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| PERSONAL SKILLS |  |

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

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| 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. |

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

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

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

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| ADDITIONAL INFORMATION |  |

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

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| ANNEXES |  |

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