|  |  |
| --- | --- |
| PERSONAL INFORMATION | Asya Stefanova Karsheva |
|  | |
| me | Bulgaria, Sofia, Gorna banya, 2A Lotos str. |
| 02 957 76 81  0899 616 915 |
| assiastefanova@yahoo.com |
| Skype - asyastefanova |
| Sex Female| Date of birth 02/03/1976 | Nationality Bulgarian |
|  |

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

|  |  |
| --- | --- |
| 01.11.2012– Present | Freelance translator |
| Compass 98 LTD |
| * **51 General E.I. Totleben Blvd.** * **Freelance translator** – English to Bulgarian |

|  |  |
| --- | --- |
| 01.07.2009 – 01.11.2012 | Travel agent |
| New Travels Agency LTD – Sofia, 92 Vasil Levski blvd. |
| * Reservations and organisations of pre- and post- cruise trips, experience with online reservations systems of Costa Cruises line, Silversea cruises line, Star Clippers cruise line, Boscolo tours. |
| Touroperator agency – outgoing tourism |
| 06.2008 – 06.2009 | Travel agent, reservations manager, guide |
| “Veni Tour 7” LTD |
| * Reservations – group and individual, office organizations, transport organizations, accompaniment of tourist groups abroad, accommodations, extra tours etc. – Main destinations Greece and Turkey, MSC Cruises |
| Travel agency – outgoing tourism |

|  |  |
| --- | --- |
| 11.2007 – 05.2008 | Travel agent, office assistant, guide |
| “Fly Away Travel” LTD – Sofia, 12, 6-th September str. |
| * Reservations – group and individual, office organizations, transport organizations, accompaniment of tourist groups abroad, accommodations, extra tours etc. – Main destination - Greece |
| Touroperator agency - outgoing and incoming tourism |

|  |  |
| --- | --- |
| 08.2007 – 10.2007 | Office manager, travel agent, office assistant, guide |
| “ Holiday Club”LTD |
| * Reservations – group and individual, office organizations, transport organizations, accompaniment of tourist groups abroad, accommodations, extra tours etc. – Destination Greece, Halkidiki |
| Touroperator agency– outgoing tourism |

|  |  |
| --- | --- |
| 11.2006 – 07.2007 | Travel agent, office assistant, guide |
| “Dan – Tea – Evelina Genkova” – Sofia, 10, Yuri Venelin str. |
| * tourist organizer – outgoing and incoming tourism, experience with online reservation systems - TRAVCO, GTA and DERTOUR, reservations – group and individual, office organizations, transport organizations, accompaniment of tourist groups abroad, accommodations, extra tours etc. |
| Wholesaler agency |

|  |  |
| --- | --- |
| 05.2006 – 10.2006 | Travel agent, office assistant, guide |
| “ Holiday Club”LTD |
| * Reservations – group and individual, office organizations, transport organizations, accompaniment of tourist groups abroad, accommodations, extra tours etc. – Destination – Greece, Halkidiki |
| Touroperator agency– outgoing tourism |

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

|  |  |  |
| --- | --- | --- |
| 1997-2000 | Specialist |  |
| New Bulgarian University | |
| * Marketing and Advertising | |
| 2010 | IATA/UFTAA certificate |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother tongue(s) | Bulgarian | | | | |
|  |  | | | | |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | B2 | B2 | B2 | B2 | B2 |
|  | New Bulgarian University Certificate | | | | |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  Common European Framework of Reference for Languages | | | | |

|  |  |
| --- | --- |
| Communication skills | * Good communication skills gained through my experience as a travel agent and guide |

|  |  |
| --- | --- |
| Organisational / managerial skills | * Good organisational skills, ability to determine tasks upon their importance, ability to make urgent decisions under pressure |

|  |  |
| --- | --- |
| Computer skills | Good command of Microsoft Office™ tools, Internet, some experience with Corel Draw |