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| 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  |
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| WORK EXPERIENCE |   |

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

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| 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  |

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| 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  |

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| 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  |

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| 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  |

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| EDUCATION AND TRAINING |   |

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

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| PERSONAL SKILLS |   |

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| Mother tongue(s) | Bulgarian |
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| 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 userCommon European Framework of Reference for Languages |

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| Communication skills | * Good communication skills gained through my experience as a travel agent and guide
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| Organisational / managerial skills | * Good organisational skills, ability to determine tasks upon their importance, ability to make urgent decisions under pressure
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| Computer skills | Good command of Microsoft Office™ tools, Internet, some experience with Corel Draw |