Gabriela Ivanova CV

PERSONAL SUMMARY A well mannered, articulate and responsible translator and interpreter, with agreat deal of experience and interest in the field. Possessing a Qualified Teacher Status. A confident professional, who is emotionally mature and possess high energy levels and an ability to develop close relationships with both employers and colleagues. Possessing excellent communication skills and able to relate well with people at all levels and converse in a polite and courteous manner. Able to learn quickly and work to an excellent standard and under considerable pressure whilst presenting a positive image to others.

As my area of expertise is English and translations, I am looking for either part-time or full-time job for a company that can offer potential to increase my work experience and develop my abilities.

WORK EXPERIENCE:

February 2015 – present

Working as a self-employed freelance translator from English to Bulgarian and Bulgarian to English.

**Duties:** Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points. Translation of documents/letters from Bulgarian to English & vice versa. Reviewing and proofreading texts. Conducting face-to-face and telephone interpreting. Excellent English speaking and writing skills. Retrieving articles from newspapers, magazines & the internet & translating them into English.

Private home in North London

Nanny : January 2010 – June 2013

Responsible for looking after two young children. Organising and implementing their daily routines and helping them to grow learn and develop. ***Duties****:* Responsible for the safety, wellbeing, care and development of young children. Playing interesting, amusing and educational games. Reading books to the children and teaching them letters and numbers. Attending any medical appointments or social events with them. Being disciplined with the children when required; avoiding conflict situations and nurturing self-esteem. Providing supervision and constant care to children. Stimulating children to read and be active.

Private home in Richmond, London

Nanny: October 2008 – September 2014

Responsible for the care of a girl from newborn to the age of 6. ***Duties****:* Maintaining a safe and positive environment, Primary education, monitoring homework preparation. Creating a positive child care climate by preparing various educational activities to develop reading and writing skills. Playing interesting, amusing and educational games.

ACADEMIC QUALIFICATIONS:

BTEC Health and Social care Level 5 from September 2013 – Present

Cambridge Advanced English Certificate

BACHELOR DEGREE: English Philology and Teaching, University of Shumen, Bulgaria 2009 – 2014

Foreign Languages high school, Shumen, Bulgaria 2003 - 2008

AREAS OF EXPERTISE:

Teaching English Language

Proofreading

Interpreting

Translating legal documents, newspaper articles and books.

KEY SKILLS AND COMPETENCIES:

* Good ICT skills
* Goal-oriented person, good professional attitude and highly motivated individual.
* Extensive knowledge in Bulgarian-English and English-Bulgarian translation
* Able to meet deadlines
* Previous experience in providing long-term care for children, including educating activities.
* Excellent interpersonal and communicative skills.
* A driver with full clean license.

References and qualifications – available on request

PERSONAL DETAILS:

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*DOB: 04/04/1989*

*Nationality: Bulgarian*