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| **Personal Information** |

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| Surname / First name |  | Rupchanska, Galina |
| Telephone Number |  | Mobile: **+359 887 000 996** |
| E-mailSkype |  | Galexa.pro@abv.bg galexa.pro |
| Nationality |  | Bulgarian |
| Date of birth |  | 30. 05. 1985 |
| Gender |  | Female |

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| **Professional Experience** |
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| Dates |  | **Jan 2009 – up to date**  |
| Employer |  | Galexa Pro Ltd |
| Occupation or position held |  | Freelance Translator & Consultant (Language, HR & Marketing) |
| Main activities and responsibilities |  | * Translating from English, Czech, Russian, German, Croatian, Polish, Serbian, Ukrainian, Macedon and Slovak languages;
* Translating to Bulgarian, English and Czech languages;
* Interpreting to and from English (mainly specialized) – simultaneous & consecutive
* Recording and editing English teaching systems and dictionaries into English & Bulgarian, voice messages, jungles and advertisings
* Translating and editing novels from/to English & Bulgarian
* Translating press releases & audio files from and to English on a daily basis for the biggest telecom operator in Bulgaria – M-tel
* Translating, Proof, SQC, IQC of movies, commentaries, trailers, series & menus on a daily basis for Deluxe Digital Studios
* Teaching English to Bulgarians and Bulgarian to foreigners following own methodology
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| Dates |  | **June 2007 – Dec 2008** |
| Occupation or position held |  | Recruitment Consultant, In-house translator and interpreter  |
| Main activities and responsibilities |  | * Managing company customers’ activities according to the Sales manager directions;
* Pre-screening and screening potential candidates in close relationship with recruitment assistants and foreign company branches (managed directly 1 assistant in Bulgaria and 2 abroad);
* Following and updating candidates and customers DBs;
* Creating advertising strategies along with the Country manager;
* Marketing research;
* Teaching English to the company’s employees – grammar and mainly speaking;
* Translating from and to English, verbal communication (working language);
* Translating from and to Czech (occasionally) and Slovak, verbal communication in Czech(occasionally);
* Translating from Russian (rarely);
* Translating from German (rarely);
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| Employer |  | Natek Ltd, World Trade Centre, Sofia |

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| Dates |  | **May 2007 – Sept 2007**  |
| Occupation or position held |  | Help Desk Analyst, In-house translator and interpreter |
| Main activities and responsibilities |  | * Communication with clients;
* Technical maintenance of clinical software over the phone;
* Implementation of administrative tasks;
* Translating and interpreting from and to English;
* Translating from and to Czech (occasionally) and Slovak, verbal communication in Czech(occasionally);
* Translating from Russian (rarely);
* Translating from German (rarely);
 |
| Employer |  | c3i-Europe inc., Business Park Sofia, Sofia |
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| Dates |  | **Oct 2003 – June 2009**  |
| Occupation or position held |  | English teacher, Educational Methodologist |
| Main activities and responsibilities |  | * Audited teams in different organizations (Piraeus Bank, Biochim bank, etc.);
* Created and led corporate language courses;
* Creating individual programs for students;
* Teaching in groups or individually;
* Implementing new approaches based on own experience;
* Translating from and to English;
* Specialized interpreting;
* Interpreting on the International Hairdressers` show in Sofia 2006;
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| Employer |  | Pharos - Language and Computing Schools, Sofia & “Modulor” – Education and consultancy Ltd., Sofia |

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| Dates |  | **Oct 2003 – July 2007** (3 years, 9 months), *Long term, Service contract* |
| Occupation or position held |  | Translator, Author & Editor |
| Main activities and responsibilities |  | * Specialised interpreting and translating from / to English;
* Writing and editing articles on different subjects in English and Bulgarian;
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| Employer |  | “АВС-Academica”, Sofia & “АСМ Consult”, Sofia |

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| **Additional information**  |

 2013 – up to date – organization and management of interactive lessons on different topics

* 2010 - simultaneous and consecutive interpreting at a forum for Women – Entrepreneurs in Bulgaria
* 2008 - 2010 – translation of different texts in the sphere of business & economy for a single customer – popular finance company in Bulgaria, interpreting
* 2008 - simultaneous and consecutive interpreting at the 9th International Writers` Meeting; Major language – English, minor languages – Czech and Russian (to English and Bulgarian);
* 2008 – publication (literature analysis) in a year-book of literature analyses and articles, connected with the famous Bulgarian author Yordan Yovkov;
* 2006 – publication (translation of poems from Czech into Bulgarian) in “Czechopis” ;
* 2003 – author of a bilingual (English & Bulgarian) poetry & essays book “The blue horse”;
* 1998 – 2003 – multiple publications in “Elite” newspaper, Silistra; Also served as an Editor in chief;

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| **Education and training**  |

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| Dates |  | 28. 07. 2006 – 25. 08. 2006 |
| Level in international classification |  | Certificate of Attendance |
| Principal subjects covered |  | Czech language, culture studies |
| Organisation providing education and training |  | Charles University, Prague |

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| Dates |  | 2003 – 2009 |
| Level in national or international classification |  | Master Diploma (M.A. in Slavonic Philology) |
| Organisation providing education and training |  | SU “St. Kliment Ochridski”, Sofia |

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| Dates |  | 15. 09. 1998 – 24. 05. 2003 |
| Level in national or international classification |  | High school Diploma |
| Organisation providing education and training |  | LH “Peyo Yavorov”, Silistra |

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| **Personal skills**  |

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| Mother tongue |  | **Bulgarian** |

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| Other languages, Self-assessment |  | **Understanding** | **Speaking** | **Writing** |
|  |  | Listening | Reading | Spoken interaction | Spoken production |  |

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| English |  |  | C2 |  | C2 |  | C2 |  | C2 |  | C2 |
| Czech |  |  | С1 |  | C1 |  | B2 |  | B2 |  | B2 |
| German\* |  |  | B2 |  | B2 |  | A2 |  | A2 |  | B1 |
| Slovak\* |  |  | B2 |  | C1 |  | - |  | - |  | - |
| Russian\* |  |  | B2 |  | B2 |  | - |  | - |  | - |
| Ukrainian\* |  |  | B1 |  | B1 |  | - |  | - |  | - |
| Polish\* |  |  | B1 |  | B1 |  | - |  | - |  | - |
| Macedonian\* |  |  | C1 |  | C1 |  | - |  | - |  | - |
| Croatian\* |  |  | C1 |  | C1 |  | - |  | - |  | - |
| Serbian\* |  |  | C1 |  | C1 |  | - |  | - |  | - |
| Japanese |  |  | Studied in 1997 for 1 year |
| Finnish |  |  | Studied in 2006 for 1 year |

**\*Sufficient knowledge for interpreting into Bulgarian and English and translating with a dictionary to Bulgarian and English to a very high level /including specialized texts/**

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| Computer skills |  | Ms Office Pack, Internet, basic knowledge in Networking |