



Europass Curriculum Vitae



Personal information

First name(s) / Surname

Gergana Simeonova Simeonova

Address

13A, Gen. Skobelev Str., 2nd Fl., Apt. 4, 9000 Varna, Bulgaria

Telephone

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E-mail

geri_simeonova@abv.bg

Nationality

Bulgarian

Date of birth

January, 8th, 1978

Gender

Female

Desired employment / Occupational field

Translator / Editor

Work experience

Dates

February – August 2011

Occupation or position held

Customer representative

Main activities and responsibilities

IKEA Hotline Clients Support in German and Polish

Name and address of employer

“Stream” Ltd. , Sofia, LQ “Mladost 4”, Sofia Business Park, building 3, tel: 02/400 85 88

Type of business or sector

Telephone services

Dates

April 2010 – October 2010

Occupation or position held

Teacher in German

Main activities and responsibilities

Name and address of employer

“Alpha Medica” Ltd., Varna, MC Hellios, 3rd Fl.

Type of business or sector

Teaching German to adults

Dates

September - February 2009

Occupation or position held

Proof reader

Main activities and responsibilities

Editing translations

Name and address of employer

Ad Verbum Ltd, Varna, 10, Ivan Vazov Str.

Type of business or sector

Translation Services

Dates

From 2008 onward

Occupation or position held

Freelance translator from Bulgarian to German and Polish and v.v.

Main activities and responsibilities

Name and address of employer



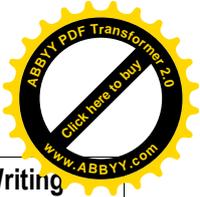
Type of business or sector	Translation Services
Dates	January-September 2008
Occupation or position held	Office Assistant
Main activities and responsibilities	
Name and address of employer	MM Service EOOD, Varna, Industrial Zone of Aksakovo, tel. 052/ 608 991
Type of business or sector	Administrative and translation activities
Dates	May 2006 – May 2007
Occupation or position held	Technical Assistant
Main activities and responsibilities	Translation of the company site, interpreting at reviews
Name and address of employer	BGP Services Ltd., Varna, 20, Dragan Tsankov, tel.: 052/ 911 115
Type of business or sector	Real Estate
Dates	February – May 2006
Occupation or position held	Sales Manager
Main activities and responsibilities	Editing and promoting company site, administrative services
Name and address of employer	Rentomobile Varna, 20, Dragan Tsankov, tel.: 052/ 911 115
Type of business or sector	Rent-a-car
Dates	May – September 2005
Occupation or position held	Tour Guide
Main activities and responsibilities	Tour guide to German and Polish guests
Name and address of employer	TUI Bulgaria Varna, 4. Panagurishte, tel.: 052/ 699 699
Type of business or sector	Travel & Tourism

Education and training

Dates	1997-2004
Title of qualification awarded	MA, Slavic (Polish) Philology, Second major: German Philology (III year)
Principal subjects	German/Polish grammar, literature, history, German literature, translating and interpreting skills, etc.
Name and type of organisation providing education and training	“St. Kliment Ohridski” Sofia University
Dates	1992-1997
Title of qualification awarded	High School Diploma
Principal subjects	German Language, history, literature and philosophy in German
Name and type of organisation providing education and training	First Language High School, German language, Varna
Dates	1993-1997
Principal subjects	Course in Bulgarian Punctuation, Radio-Television Journalism, Editing
Name and type of organisation providing education and training	Fist German Language High School “K.Preslavski”, Varna
Dates	1997-2001
Principal subjects	Course in sociolinguistics and anthropology of the city
Name and type of organisation providing education and training	“St. Kliment Ohridski” University, Sofia, Bulgaria
Dates	February –June 2001
Principal subjects	Specialization in Polish Philology– 4 months, Warsaw, Poland
Dates	July 2000
Course	Polish language course in Lublin, Poland

Personal skills and competences

Mother tongue **Bulgarian**



Other language(s)

Self-assessment

European level

German

Polish

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
B2	Fluent	B2	Fluent	B2	Fluent	B2	Fluent	B2	Fluent

Computer skills and competences

good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™);
CAT : Trados 7; Idiom, Transit, SDLX, Déjà vu, etc.

Other skills and competences

hobbies – literature, music, cinema

Additional information