**Lubima Boukov**

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**Personal Profile**

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can communicate clearly & effectively with people from all social & professional backgrounds. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator/interpreter for a successful and ambitious company that offers great opportunities for career development and progression

**Skills**

* **Professionalism:** Ethics are very important in translation. Need to know when to preserve confidentiality.
* **Networking skills**: People skills and interact well with others
* **Attention to detail:** Great revising and proofreading skills
* **Flexibility/adaptability**: transcription, copywriting, post-editing
* **Organisational skills:** Able to meet deadlines and organize time effectively. Initiative is important, too.
* **Writing skills:** Professional writer, knows the languages perfectly:
* **Grammar:** Vocabulary, style.
* **General knowledge**: Analytical skills, research skills, subject knowledge, curiosity. Excellent knowledge of the foreign language, IT skills, picking up new ideas quickly, good cultural awareness

**Work Experience**

**ESOL learning support assistant,Volunteer-Adult learning center,Community center,Aylesbury**

**Translator/Interpreter** Crossword Language Service - Chicago, IL

* Responsible for listening, understanding and translating spoken or written statements; reproduce statements in another language
* Facilitate effective communication between two parties by converting one spoken or written language to another
* Attend conferences and meetings and act as official translator to mediate discussion
* Translate foreign languages for clients in prison
* Translate spoken communication to sign language for hearing impaired audience
* Convert written materials such as books, publications, or web pages.
* Create a new text in the target language that reproduces the content and style of the original; edit and proofread text to accurately reflect language.
* Receive and submit assignments electronically; employ computer-assisted translation.
* Facilitate communication and provide language service to healthcare patients for people with limited English proficiency
* Translate languages at meetings such as attorney-client meetings, preliminary hearings, arraignments, depositions and trials; Interpret both legal terminology and colloquial language
* Read aloud documents in a language other than that in which they were written
* Translate patient materials and informational brochures
* Adapt a product or service for use in a different language and culture

**Accomplishments**

* Provides language translation or interpretation for staff and clients engaged in behavioural health treatment or case management

**Health Care Assistant** Hulcott Caring Home, Aylesbury Aug 2014 to Jan 2016

* Contribute to the high clinical standards and quality of care, promoting good health practices and continuity of patient care
* Provide nursing care and support to patients, as directed by qualified nurses and undertake tasks which contribute to the smooth running of the home
* Maintain accurate statistics and records, as required
* Liaise with other professional colleagues to contribute to the development and delivery of high quality care, to provide a holistic service to patients
* Carry out duties and responsibilities in compliance with the care homes policies and procedures, current legislation and codes of conduct

**Accomplishments**

* Knowledge of private health care
* Basic understanding of clinical governance
* Understanding Manual Handling, COSSH guidelines
* Knowledge of delivering nursing care

**Substitute Teacher** Elmhurst School District, Chicago, IL Sep 2012 to May 2014

* Meet with the appropriate administrator for orientation to school policies and procedures such as attendance, discipline, class schedules and lesson plans
* Check on medical issues of students
* Assume all duties of the regular classroom teacher promptly and in accordance with school rules
* Follow the instructions left by the teacher
* Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans
* Maintain normal classroom routines and discipline procedures
* Carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered
* Maintain a positive learning atmosphere in the classroom
* Manage disruptive behaviour, alerting other members of staff if needed

**Substitute Teacher** Schiller Park School District, Chicago, IL Sep 2010 to May 2012

* Supervising classroom readiness
* Teaching students
* Maintaining discipline in the classroom
* Implementing disciplinary measures
* Monitoring student progress
* Using teaching materials
* Preparing reports

**Education**

Cambridge - Cambridge

TEFL Certificate in 140 Hours English 2015 to 2016

Coventry teaching agency - Coventry, RI 2012 to 2012

Qualified Teacher Certificate in No limits to grades or subjects

Coventry teaching agency - Coventry, RI 2009

Substitute Teacher Certificate in Secondary

Illinois Board of Education - Chicago, IL 2009

South West University - Blagoevgrad

Bachelor's in Technology,Catering

**Training**

March 2015 Level 2-Food Safety and Hygiene for Catering

August 2014 Manual and Handling, Fire Safety, Infection Control, Safeguarding of Vulnerable Adults (SOVA), Food Hygiene, Mental Capacity, First Aid

**References available on request**