|  |  |  |
| --- | --- | --- |
|   |  |  |
|  |
| EuropassCurriculum Vitae |   |
| Personal information |  |
| First name(s) / Surname(s)  | Pavlina Valeva Georgieva |
| Address(es) | Bourgas 8000, complex Slaveikov, bl. 33, entrance 6, fl. 7, apt. 19 |
| Telephone(s) | **+359 888 58 01 85** |  |  |
| Fax(es) |  |
| E-mail | **pavgeorgieva@gmail.com** |
|  |  |
| Nationality | Bulgarian |
|  |  |
| Date of birth | 05.02.1979 |
|  |  |
| Gender | Female |
|  |  |
| Desired employment / Occupational field | Translator |
|  |  |
| Work experience |  |
|  |  |
| DatesOccupation or position held Main activities and responsibilities  Name and address of employer Type of business or sectorDates | ***•* 01.04.2010 – 30.08.2014***Sales Agent**Organizing viewing trips with clients, meetings, correspondence with sellers and buyers, searching for new properties for sale, photographing, uploading properties on the website, preparation of selling and rental contracts, and all other work associated with property purchase and sale, incl. translation**Bulgarian Properties Ltd.**Resl Estates****•* 05.08.2009 – 30.03.2010** |
| Occupation or position held | *Sales Agent* |
| Main activities and responsibilities | *Business correspondence with foreign clients, English-speaking, sales of properties based in Bulgaria; inspection trips, establishing partnerships with investors and property developers; partnerships with foreign real estate companies, marketing strategies and advertising campaigns for the purpose of increasing sales in the company on the foreign markets.* |
| Name and address of employer | *“OMEGA REAL” LTD. - Bourgas* |
| Type of business or sector | *Real estates* |
|  |  |
| Dates |  | **01.2005 - now** |
| Occupation or position held |  | Translator |
| Main activities and responsibilities |  | Translating official documents, contracts, agreements, technical texts, manuals, literature, novels, etc. |
| Name and address of employer |  | Various translation agencies based in different towns in Bulgaria |
| Type of business or sector |  | Translation services |

|  |  |  |
| --- | --- | --- |
| Dates  |  | **• 06.02.2007 – 31.07.2009** |
| Occupation or position held |  | Sales Manager |
| Main activities and responsibilities |  | * running a team of sales agents and correspondents
* creating and maintaining a network of foreign real estate partnerships
* negotiating for agent’s commissions
* signing partnership contracts
* organizing and making inspection trips alongside the whole Black Sea coast
* correspondence with clients
* realizing sales of off-plan properties (vacation apartment complexes) in Bulgaria and abroad
 |
| Name and address of employer |  | “Bulgarian Real Estate” Ltd. - Bourgas |
| Type of business or sector |  | Real estates |
| Dates  |  | **01.09.2006 – 05.02.2007** |
| Occupation or position held |  | Sales Agent |
| Main activities and responsibilities |  | * business correspondence with clients from the UK, and other foreign countries
* organization and realization of viewing trips
* meeting clients at airports, welcoming clients in the office, following the whole purchasing procedure until the finalization of the deal.
* Creating a network of partnerships with foreign real estate agents
* Negotiating with developers
 |
| Name and address of employer |  | “MGM Properties International” LTD. - Bourgas |
| Type of business or sector |  | Real estates |
| Dates  |  | **10.08.2004 – 30.08.2006** |
| Occupation or position held |  | Sales Agent |
| Main activities and responsibilities |  | * business correspondence with clients from the UK, and other foreign countries
* translation of all contracts
* interpretation during viewing trips
* meeting clients at airports, welcoming clients in the office, following the whole purchasing procedure until the finalization of the deal.
 |
| Name and address of employer |  | “Bulgarian Real Estate” ltd. - Bourgas |
| Type of business or sector |  | Real estates |
| Dates  |  | **10.03.2004** |
| Occupation or position held |  | Interpreter |
| Main activities and responsibilities |  | interpretation of a lecture about jazz music presented by the American jazz singer Nadia Powel  |
| Name and address of employer |  | VTU “Saint Saint Cyril and Methodius”, Veliko Turnovo, Bulgaria |
| Type of business or sector |  | University |

|  |  |  |
| --- | --- | --- |
| Dates  |  | **23 – 24.11.2003** |
| Occupation or position held |  | Interpreter |
| Main activities and responsibilities |  | interpretation of two lectures presented by an English lecturer (on 23th about Macedonian history; and on 24th about the European Citizenship) |
| Name and address of employer |  | VTU “Saint Saint Cyril and Methodius”, Veliko Turnovo, Bulgaria |
| Type of business or sector |  | University |

|  |  |  |
| --- | --- | --- |
| Dates  |  | **9 – 13.02.2004** |
| Occupation or position held |  | Translator |
| Main activities and responsibilities |  | translation of documents of legal terminology, resolutions, Law on Construction and Architecture |
| Name and address of employer |  | “Atika R5” ltd., Bourgas (a company of architects) |
| Type of business or sector |  | Architecture |

|  |  |  |
| --- | --- | --- |
| Dates  |  | **23.06.2003 – 06.07.2003** |
| Occupation or position held |  | Translator |
| Main activities and responsibilities |  | translation of documents, business letters, e-mails related to a preparation of a project of eco tourism in compliance with a PHARE program of the European Union |
| Name and address of employer |  | “Atika R5” ltd., Bourgas (a company of architects) |
| Type of business or sector |  | architecture |

|  |  |  |
| --- | --- | --- |
| Dates  |  | **03.07.2003 – 31.08.2003** |
| Occupation or position held |  | English Teacher |
| Main activities and responsibilities |  | teaching 2 groups of 15 students each at a primary level of English |
| Name and address of employer |  | “Europe” Private Language Schools, Branch Bourgas |
| Type of business or sector |  | education |

|  |  |  |
| --- | --- | --- |
| Dates  |  | **07.02.2003 – 30.04.2003** |
| Occupation or position held |  | English Teacher |
| Main activities and responsibilities |  | teaching students of 6th class having an intermediary-to-advanced level of English |
|  Name and address of employer |  | language high school “Saint Patriarch Euthimius”, Veliko Turnovo |
|  Type of business or sector |  | education |

|  |  |  |
| --- | --- | --- |
| Dates  |  | **2010 – now** |
| Occupation or position held |  | Translator |
| Main activities and responsibilities |  | Written translations |
|  Name and address of employer |  | Oltrans Translation Agency |
|  Type of business or sector |  | Translation services |

|  |
| --- |
| Education and training |

|  |  |  |
| --- | --- | --- |
|  Dates  |  | **1993 – 1998** |
| Title of qualification awarded |  | High School Graduate |
| • Principal subjects/occupational skills covered |  | English and Russian languages |
| • Name and type of organisation providing education and training •  |  | High School of Foreign Languages “Vasil Levski”, Bourgas (English Language) |

|  |  |  |
| --- | --- | --- |
| • Dates (from – to) |  | **1998 – 2003** |
| Title of qualification awarded |  | Bachelor’s Degree in English Philology (Teacher and Translator) |
| • Principal subjects/occupational skills covered |  | English literature, American Literature, Linguistics, translation, grammar, Latin language, Old English |
| • Name and type of organisation providing education and training  |  | VTU “Saint Saint Cyril and Methodius”, Veliko Turnovo, Bulgaria  |

|  |  |  |
| --- | --- | --- |
| • Dates (from – to) |  | **2003 – 2004** |
| Title of qualification awarded |  | Master’s Degree in Conference Interpretation (Interpreter) |
| • Principal subjects/occupational skills covered |  | Conference Interpretation (a Programme of the European Commission) |
| • Name and type of organisation providing education and training  |  | VTU “St. St. Cyril and Methodius”, Veliko Turnovo, Bulgaria |
|  |  |  |

|  |  |
| --- | --- |
| Personal skills and competences |  |
|  |  |
| Mother tongue(s) | Bulgarian |
|  |  |
| Other language(s) |  |
| Self-assessment |  | Understanding | Speaking | Writing |
| European level (\*) |  | Listening | Reading | Spoken interaction | Spoken production |  |
| English |  | 6 | Excellent | 6 | Excellent | 6 | Excellent | 6 | Excellent | 6 | Excellent |
| Russian |  | 5 | Very good | 6 | Excellent | 4 | Basic | 5 | Very good | 5 | Very good |
|  | (\*) [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en) |
|  |  |
| Social skills and competences | communicative, organised, diligent, patient, good at working in large teams, organisational skills, flexible, easily adaptable, high degree of general knowledge, competent in my subject, very good speaker, loyal, ambitious, willing to develop my personal skills and knowledge all the time |
|  |  |
| Organisational skills and competences | very efficient leader, punctilious, organised, good at working in stressful environment, willing to work overtime |
|  |  |
| Technical skills and competences | Experience in working with printers, faxes, scanners, all office devices  |
|  |  |
| Computer skills and competences | Word, Excel, Outlook, correspondence, internet |
|  |  |
|  |  |
| Driving licence | B category |
|  |  |

|  |  |  |
| --- | --- | --- |
| Social skillsand competences*Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.* |  | communicative, organised, diligent, patient, good at working in large teams, organisational skills, flexible, easily adaptable, high degree of general knowledge, competent in my subject, very good speaker, loyal, ambitious, willing to develop my personal skills and knowledge all the time |

|  |  |  |
| --- | --- | --- |
| Organisational skills and competences *Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.* |  | very efficient leader, punctilious, organised, good at working in stressful environment, willing to work overtime |

|  |  |  |
| --- | --- | --- |
| Additional information |  | References upon request |