

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name Tonya Georgieva Traykova  
Address 42B, William Gladstone str., 1000 Sofia, Bulgaria  
Telephone 003592 980 6773  
Fax/GSM 003592 980 19 45, mobile 00359 888 400 581  
E-mail [content@abv.bg](mailto:content@abv.bg)  
Nationality Bulgarian  
Date of birth 08.09.1955

WORKING EXPERIENCE

- Dates (from –to) 1994 to present
- Type of business or sector Own private company with subject: representation of foreign companies, translation services
- Occupation or position held General Manager of Translation Agency Content Translations Ltd. , Freelance translator
  
- Dates (from –to) 1991 - 1994
- Name and address of employer BICKEL & WOLF BULGARIA LTD.,  
10W, Konstantin Irechek str., Sofia, Bulgaria
- Type of business or sector Representation of an Austrian trade company, representation of established European companies, manufacturer of industrial equipment
- Occupation or position held Specialist-translator and interpreter in German, English and French, office manager
- Main activities and responsibilities Business correspondence, translation of technical documentations, interpreting during business and technical negotiations
  
- Dates (from –to) 1983 – 1991
- Name and address of employer World Trade Center INTERPRED  
Dragan Tsankov str, Sofia, Bulgaria
- Type of business or sector Specialist-translator and interpreter in German, English and French, office manager
- Occupation or position held Business correspondence, translation of technical documentations, interpreting during business and technical negotiations
- Main activities and responsibilities Specialist-translator and interpreter in German, English and French, office manager
  
- Dates (from –to) 1980 – 1983
- Name and address of employer TK „BALKANTOURIST“ – Gold sands  
Varna, Bulgaria
- Type of business or sector Tourist activity
- Occupation or position held Guide, working with German, English and French

<ul style="list-style-type: none"> <li>• Main activities and responsibilities</li> </ul>	Accompanying of German, English and French speaking tourists, Bulgaria tours, working for famous foreign tour operators as TUI, Neckermann etc., accompanying of tourist groups abroad
<b>EDUCATION AND TRAINING</b>	
<ul style="list-style-type: none"> <li>• Dates (from –to)</li> </ul>	1993 – 1995 – postgraduate qualification
<ul style="list-style-type: none"> <li>• Name and type of organisation providing education and training</li> </ul>	Technical University of Sofia, Economic Department
<ul style="list-style-type: none"> <li>• Title of qualification awarded</li> </ul>	MA, majoring in <b>MARKETING AND MANAGEMENT</b>
<ul style="list-style-type: none"> <li>• Dates (from –to)</li> </ul>	1975 – 1980 – university graduate
<ul style="list-style-type: none"> <li>• Name and type of organisation providing education and training</li> </ul>	Sofia University „Kliment Ohridski” Faculty in Geology and Geography Major: Geography of Tourism Minor (uncompleted): German philology
<ul style="list-style-type: none"> <li>• Title of qualification awarded</li> </ul>	MA, Specialist in the field of <b>INTERNATIONAL TOURISM</b>
<ul style="list-style-type: none"> <li>• Dates (from –to)</li> </ul>	1969 – 1974 – high school education
<ul style="list-style-type: none"> <li>• Name and type of organisation providing education and training</li> </ul>	First foreign language gymnasium, major profile German, Second language: English, Russian Varna, Bulgaria
<b>OTHER COURSES AND CERTIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Dates (from –to)</li> </ul>	1981-1982
<ul style="list-style-type: none"> <li>• Name and type of organisation providing education and training</li> </ul>	Institute for managing staff training at Committee of Tourism, Burgas Six- month-high intensive course in French
<ul style="list-style-type: none"> <li>• Title of certification awarded</li> </ul>	Certificate
<ul style="list-style-type: none"> <li>• Dates (from –to)</li> </ul>	1989 – 1990
<ul style="list-style-type: none"> <li>• Name and type of organisation providing education and training</li> </ul>	Ministry of foreign economic relations Intensive course in <b>Business English</b>
<ul style="list-style-type: none"> <li>• Title of certification awarded</li> </ul>	Certificate
<b>PERSONAL SKILLS AND COMPETENCE</b>	
MOTHER TONGUE	<b>Bulgarian</b>
OTHER LANGUAGES	
	<b>German</b>
<ul style="list-style-type: none"> <li>• Reading skills</li> </ul>	fluent
<ul style="list-style-type: none"> <li>• Writing skills</li> </ul>	fluent
<ul style="list-style-type: none"> <li>• Verbal skills</li> </ul>	fluent

	English
• Reading skills	excellent
• Writing skills	excellent
• Verbal skills	very good
	French
• Reading skills	excellent
• Writing skills	excellent
• Verbal skills	good
LANGUAGE PAIRS:	German > Bulgarian English > Bulgarian French > Bulgarian English > German Bulgarian > German
FIELDS OF EXPERTISE IN TRANSLATION:	Marketing, Accounting, finance, IT, engineering and technology, ecology, law, geography
SOCIAL SKILLS AND COMPETENCE	Good team player, patient and tolerant with others, good listener and resilient in approach, excellent communication skills, acquired in my work with clients as well as during providing highest quality of customer service , ability to adapt to multicultural environments, gained through my experience with foreign trade companies
ORGANIZATIONAL SKILLS AND COMPETENCE	Strong organisational skills, self motivated and able to work flexibly and on own initiative, ability to prioritize work, having good attention to detail and methodical approach to work, ability to focus on tasks, conscientiousness about achieving deadlines. As a manager of an own company since 1991 I acquired organizing and managerial abilities related to the individual approach towards the employees and assistants in work and the ability to create favourable conditions for good motivation of the staff in view of achievement of the company goals.
TECHNICAL SKILLS AND COMPETENCE	Computer literacy – Windows XP Professional, MS Office Tools 2003, Power Point, Access, Corel Draw, Adobe Acrobat 8.0, Acrobat Reader, Acrobat Writer, Excel, SDL Trados 2007 Freelance, Internet, Power Point, Front Page, ABBYY Fine Reader, Adobe Audition, FrameMaker, QuarkXPress7, Transit
ARTISTIC SKILLS AND COMPETENCE	Cinema, Music, Literature
DRIVING LICENCE (S)	B category

ADDITIONAL INFORMATION  
CLIENTS AND REFERENCES  
(EXTRACT)

- CAD R&D CENTER PROGRESS Ltd.  
(Dell authorized distributor and service provider,  
Microsoft Gold certified partner)  
Contact: Mrs Slavka Mitova  
S.Mitova@progress.bg.net
  
- LABSYSTEMS Ltd., Sofia  
Mr. Anton Dimchev  
Supplier of medical devices, filters, balances, pumps etc.  
labsystems@labsystems.bg
  
- BULGARIAN CREDIT RATING AGENCY  
Mr. Christo Mihailovsky, mihaylovsky@bcra-bg.com
  
- STROITELNI IZOLAZII Ltd., Sofia  
*supplier insulating material for constructions*  
Mr. Radoslav Dimitrov, stroizol@netbg.com
  
- MINISTRY OF ENVIRONMENT AND WATER  
PHARE PROJECT  
Mrs. Ekaterina Manolova, EMEIA@moew.government.com  
  
Large project consisting of about 150.000 words translation of a "Manual  
for treatment of past contaminations" from German. Interpreting.
  
- SONTAX Ltd. (Deutsche Schule "Erich Kästner")  
German legislation in the field of education  
Mrs. Ira Aneva, kestnerschool\_bg@yahoo.com
  
- BICKEL & WOLF Bulgaria Ltd.  
Control software of a blister automat for pharmaceutical industry  
Mr. Atanas Ovcharin, bickel-wolf@mb.bia-bg.com
  
- BULDECOR Ltd.  
Software localization, Ger>BG  
Mr. Vihar Markov, Mr. Denis Dimitrov  
ddimitrov@buldecor.com, vmarkov@buldecor.com
  
- SOFIA BARRISTER COUNCIL  
Mr. Makedoni Bisov, [bizov@infotel.bg](mailto:bizov@infotel.bg)
  
- SERG Ltd., Israel  
Representative office correspondence, Israel  
Mr. Gil Plotnizky, [ilpl@barak.net.il](mailto:ilpl@barak.net.il)
  
- KNOWLEDGEWORKS, INDIA  
kwmurali@knowledgew.com, Mr. Murali,  
[knowledgeworks2003@yahoo.com](mailto:knowledgeworks2003@yahoo.com)
  
- HOISS ÜBERSETZUNGEN, AUSTRIA  
[office@uebersetzungen-hoiss.at](mailto:office@uebersetzungen-hoiss.at)
  
- DONALDSON FILTRATION DEUTSCHLAND GMBH  
birguel.cetin@emea.donaldson.com

- **LANDEXX GmbH & Co. KG** , Deutschland  
m.niessig@landexx.de  
Company presentation – steel production, economic analysis
  
- **ESPERANTO SPRACHENSERVICE E. K., DEUTSCHLAND**  
info@esperanto-sprachenservice.de  
Mr. Aynur Jacobs  
User's guide – el. household devices
  
- **DOKU4YOU, DEUTSCHLAND**  
mail@doku4you.de  
User's guide – industrial furnace
  
- **GORNIK – Translators for Industry, Austria**  
[office@gornik.at](mailto:office@gornik.at); [www.gornik.at](http://www.gornik.at)  
User's guide – compressor systems
  
- **ESSENCE MARKETING LTD., Sofia**  
Advertising brochure for Nissan Pathfinder and Dacia  
(Renault Group)

and others

CREDENTIALS

Sworn translator in German, English, French and Russian, authorized by the Ministry of Foreign Affairs of Bulgaria, Membership as a translation agency in the National Association of Translation Agencies (NAPA) in Bulgaria

References available on request.