

# Nadejda Todorova-Stoyanova

## Personal data

**Date and place of birth:** June 30th, 1977, Varna, Bulgaria  
**Nationality:** Bulgarian  
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## Education and training

**2002-2005** Sofia University „St. Kliment Ohridski“, Sofia, Bulgaria  
Educational-qualification degree Master, specialty  
„Economic management“

**2001** Goethe Institut, Zentrale Oberstufe Prüfung

**1996-2001** Sofia University „St. Kliment Ohridski“, Sofia, Bulgaria  
Educational-qualification degree Bachelor, specialty Italian philology  
Full time education, state procurement  
Second foreign language: English

**1999** Italian language and culture course, economic profile at Foreign Student's  
University, City of Perugia (Italy), with scholarship provided by the Italian  
Ministry of Foreign Affairs, with disciplines – economic history, economics and  
commerce, public law, commercial terminology and correspondence, etc.;

**1998-1999** One-year intensive learning of German language at  
Vorstudienlehrgang der Wiener Universitäten, Austria

**1996** English language course

**1991-1996** Secondary General Education School „Al. S. Pushkin“, City of Varna with foreign  
language teaching

## Labor length of service

**From 01.05.2002 till present** **Free-lance translator with Bulgarian, Italian and German language**  
From 01.01.2000 - Sworn translator at Certifications and Legalizations  
Department at Ministry of Foreign Affairs, Bulgaria; work with leading  
translation agencies, as well as translations for direct clients – law offices,  
Italian firms on the Bulgarian market (commercial, building &  
construction, consulting), state institutions.  
Technical translations (User manuals, bills of quantities etc) in the  
following fields: building & construction, electricity, food and drink  
industry, mechanical engineering, packing industry, HVAC, ecology and  
environment, etc.  
Legal translations (notarized title deeds, Court decisions, contracts,  
legislation etc)  
Translations in the area of economy and trade (Annual financial  
statements, contracts, market research etc)  
Utilization of computer assisted translation systems (CAT) – SDL Trados  
Studio 2015 and Transit NXT.  
Consecutive interpreting at seminars, business meetings, trade talks, etc.  
Simultaneous interpreting.  
Coordination and assistance activities, interpreting and translations in the  
context of European projects, in particular for Local Action Groups (LAG) -  
Leader+ Community initiative and for end clients – consulting and  
construction companies.  
Translations for projects, supported by the BG Ministry of labour and  
social policy through the Human Resources Development programme.  
For more information, please see the information at  
[www.nadiatodorova.com](http://www.nadiatodorova.com)

**18.11.2004-30.11.2007**  
**Co. Export-Bulgaria Ltd**

**Position:** Project manager at the associated company of the Italian consortium Co. Export (unit for internationalization of companies of Compagnia delle Opere) and of the law office Crastolla, Rome  
Principal obligations: organization of entrepreneurship task missions of Italian companies in Bulgaria, research for seeking of suitable business partners, market surveys, promotional events, coordination of inter-ministry project between the Bulgarian Employment Agency and the Italian Employment Agency for employment of professional medical nurses for work in Lombardy, Italy; written translations of competition documentation for public procurement and of legal texts (correspondence, extracts from the Civil and Criminal Code) and maintenance of contacts with the Italian and Bulgarian clients, execution of commercial correspondence etc.

**01.01.2002-01.11.2002**  
**Balkan Multimedia System Ltd**

**Position:** Office manager  
Commercial correspondence, written translations of company documents for the needs of the Italian company, translations in Italian of currently effective legislation in the field, translation of TV program production contracts, business plans, technical documentation of audio and video equipment, customs documentation, etc., interpreting during trade meetings and negotiations

**01.12.2000-30.06.2001**  
**Molimen Jsc**

**Position:** Office coordinator  
Principal obligations at the company: execution of business correspondence with Italian partners, translation of company administrative documents in Italian and German language for the needs of the holding company with seat based in Switzerland

**16.06.2000-31.11.2000**  
**Energy Group Italy Ltd**

**Position:** translator/interpreter in the commercial company

**10.1996-04.1997**  
**Kavaler Jsc**

**Position:** translator in the shoe factory

**References:** upon request

## Language skills

<b>Italian</b>	Proficient user (C2), excellent – written and spoken
<b>German</b>	Proficient user (C1), very good – written and spoken
<b>English</b>	Independent user (B2)
<b>Russian</b>	Independent user (B2)
<b>Bulgarian</b>	Mother tongue

## Technical skills and competence

- ✓ Computer skills: Windows, MS Office 2010 etc.
- ✓ SDL Trados Studio 2015, Transit NXT
- ✓ Internet skills
- ✓ Valid driver license of motor vehicle operator: Driver license, category B

## Other skills and competence

- ✓ Good analytical and organizational skills, high sense of responsibility
- ✓ Good communication and human relation skills, team working skills
- ✓ Flexibility and skills of mediation
- ✓ Interested on social initiatives