

NIKOLA IVANOV

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Tel: +359-889-70-77-81 Born: 16.09.1984
Sofia, BGR

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Translator profile: www.proz.com/translator/2113430



Professional experience

As of 08.2015

Freelance Translator and Project Manager

Translation and revision services from and into Bulgarian, English, and German

Freelance Project Support Services

Areas of expertise: IT, Project Management, Business Administration, Contract Law, General Law, HVAC, Technical Manuals, Social Sciences and Statistics, Certificates, Arts and Literature

CAT-Tools: SDL Studio 2015; SDL Passolo 2015; MemoQ

Certifications: Proz.com Certified Pro (English into German)

As of 03.2015

Freiplan OOD, Sofia, & Freiplan GbR, Dresden

Owner; Managing Director

Commercial representation of HVAC manufacturers

01.2013 – 02.2015

Hewlett-Packard GDBC EOOD, Sofia

Project Support Specialist (Capacity & Capability) for EG TS GSD Germany;

Areas of expertise: Process management; Process optimization; Project Management

08.2010 – 11.2012

Netto Marken Discount & Kaufland, Dresden

Cashier

04.2008 – 06.2010

Interlang Translation Agency, Sofia (while in DE)

Freelance translator for German, English, and Bulgarian

01.2008 – 03.2008

Saxon Academy of the Arts, Dresden

Internship

Project Support for the Exhibition „In the heart of Europe – the Saxon Academy of the Arts“

10.2007 – 02.2008 **„Galleria bell’arte“, Dresden**
Gallery Assistant
Retail, customer consulting, exhibition project collaboration

05.2006 – 07.2006 **Staatliche Kunstsammlungen Dresden (SKD)**
Porcelain Collection, East Asian Gallery
Research and compilation of materials on the aspects of
collecting art, exhibition project collaboration

Education

As of 01.2013

Further professional development

ITIL v3.0 Foundation Certificate in IT Service Management;
Lean Six Sigma White Belt; Leading Project Teams; Leadership
and Communication Skills for Project Managers; Principles of
Business Analysis; Presentation Skills Practice Certification;

11.2007 – 02.2012

Dresden International University, Dresden

Major: Culture and Management

Thesis: Porcelain as a Medium in the Cultural Exchange
between Europe and East Asia in the 17th and on the 18th
Century“

Degree: Master of Arts

Title: Master of Arts in Cultural Management

08.2004 – 06.2007

Jacobs University, Bremen

Major: “History and Theory of Art and Literature”

Minor: “Statistics and Methods”

Thesis: “Japanese and Chinese Imari: Technological and
Stylistic Differences”

Degree: Bachelor of Arts

10.2003 – 05.2004

Sofia University „St. Clement of Ohrid“

Major: Sociology

09.1998 – 06.2003

National High School for Ancient Languages and Cultures „St. Constantin-Cyril the Philosopher“, Sofia

Major: Philosophy and Cultural History

Thesis: Foundation of the State of Israel and the Origins of the
Mideast Conflict“

Languages and Computer Literacy

Languages

Bulgarian – native
English – full professional proficiency
German – full professional proficiency
French – intermediate proficiency

Computer literacy

SDL Studio 2015 – competent MS Word – competent
MS Excel – competent (VBA I) MS Visio – good
MS PowerPoint – competent MS SharePoint – power User
MS Outlook – competent MS Project – good

Driving licence

Category B