

MILA STANCHEVA

Student

Always looking to learn new skills, take on extra responsibilities, and grow professionally.

Self-motivated, team player with strong organizational and interpersonal skills.



CONTACT INFORMATION

Email

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Address

12 rue du docteur Jean d'Argelos

Phone

+33 7 79 37 42 50

Date of birth

17 May, 1999

Nationality

Bulgare

SKILLS

- Proofreading
- Translation
- Teamwork
- Customer service
- Social Media
- Self-Publishing Knowledge (Amazon KDP)
- Multimedia Creation
- Video Editing

LANGUAGES

Bulgarian

Native

English

Advanced. Cambridge
Advanced English C1

French

Intermediate. DELF Niveau
B2

Russian

Intermediate

EXPERIENCE

Burgas, Bulgaria
Jun 2017 - Aug 2017

Volunteer

Regional Library "P. Yavorov"

- Managed print and electronic resources.
- Kept the library's database updated and made sure that all data was up to date and accessible.
- Processed audio-visual materials purchase requests.

Burgas, Bulgaria
Jun 2018 - Jul 2018

Call Center Representative (French)

Sutherland Bulgaria

- Handled customer inquiries and complaints
- Dealt with customers, providers, and contractors in a warm yet professional manner
- Worked in French

Aix-en-Provence, France
(Remote Work)
Mar 2022 - Dec 2022

Jr. Consultant

Adolescent Content, Youthtellers

- Consistently met my short and long-term targets.
- Processed a range of documentation and entered information into databases.

EDUCATION

Bourgas, Bulgarie
Sep 2013 - May 2018

Baccalaureat

Lycée "G.S. Rakovski"

Aix-en-Provence, France
Sep 2018 - Present

License

Aix Marseille Université

CERTIFICATES & COURSES

Bien débiter en traduction anglais/français

- Tony Deslandes
- Udemy

Complete Guide to Translation: Become a Translator Today!

- Khaqan Chaudry
- Udemy

The Unofficial Guide to ProZ (For Translators)

- Robert G
- Udemy

Translating in Plain English

- A&People
- Udemy

The Complete Social Media Marketing Course

- Alison.com

An Introduction to Proofreading

- Marcia Yudkin
- Alison.com

First Aid (taken in 2022)

- Bulgarian Red Cross
- Burgas, Bulgaria

Content Creation: Video Editing 102

- Alison.com

DRIVING LICENSE

B1 automatic