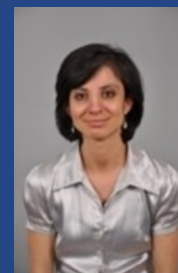


Svetlana Boyadzhieva



Name Svetlana Boyadzhieva
Address Kinaderweg 12 | 85551 Kirchheim b. München, Germany
Tel. ++49 / 157 82040423
E-Mail clara170@gmail.com
Birthday 13.05.1979 in Stara Zagora

Professional Career

- October 2015 – currently **Mc Dreams Hotel GmbH, Feldkirchen b. München, Germany**
Front Office und Reservation Unit
- Taking reservations
 - Preparation of offers
 - Processing of reservations, rebookings and cancellations
 - Processing of cancellation requests - credits and refunds
 - Telephone service
 - Guest service
 - Check-in/check-out
 - Correspondence in English and German with guests, partner companies and suppliers
 - Daily turnover control and cash management
 - Entries of income and expenses in DATEV
 - Ordering of office supplies
- December 2016 – currently **Übersetzungszentrale München, Germany**
Freelance Interpreter
- Interpreter German-Bulgarian
- December 2013 – June 2015 **Milena M EOOD, Veliko Tarnovo, Bulgaria**
Freelance English-Bulgarian Translator
- Translation of doctor's letters and personal documents - marriage certificates, study certificates, work certificates, liability insurance motor vehicles, birth certificates, school certificates.
- October 2011 - January 2016 **Magistra Ltd, Sofia, Bulgaria**
English-Bulgarian and German-Bulgarian translator – freelance
- January 2003 – July 2015 **ET Nina Vachkova - Nina Translation Agency, Veliko Tarnovo, Bulgaria**
English-Bulgarian and German-Bulgarian translator – freelance
- October 2004 - April 2010 **Pedagogical Center, Veliko Tarnovo, Bulgaria**
Organizer training courses for teachers

Education

1997 – 2001 English Philology at University Veliko Tarnovo, Bulgaria
Degree: Bachelor

2001 – 2002

Linguistics and Translation at University Veliko Tarnovo, Bulgaria
Degree: Master

Skills & Abilities

Foreign Languages

English very good in speaking and writing - certified with study diplom and TOEFL exam

German very good in speaking and writing - certified via Goethe Institut exam C1

PC-Skills

Microsoft Office (Word, Excel)

INFOR HMS

Trados 2019

Outlook

Driving Licence

Class B

Exams for secretarial staff

EPSO/AST/14/06 –Secretaries - AST1 with Bulgarian citizenship - Test language English – European Union Test, Numerical and Verbal reasoning passed, conducted by the European Personnel Selection Office

EPSO/CAST/SECR/2008 - Contract agents – Secretaries – Test language English - European Union Test, Verbal and Numerical Test and Competency Test passed, conducted by the European Personnel Selection Office