



Europass curriculum vitae

Personal information

Surname(s) / First name(s)

Varbanova Petya

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Nationality (-ies)

Bulgarian

Date of birth

19/12/1972

Gender

Female

Desired employment / Occupational field

**Project Management, Administrator, Office Manager, Translator/Interpreter,
Assistant, Secretary**

Work experience

Dates

1/8/2013 to date

Occupation or position held

Contract Agent - Financial and Procurement Assistant

Main activities and responsibilities

Public procurement procedures initiation, drafting and finalizing technical and administrative documents, launching public calls, participation in evaluation process, drafting and finalizing contracts, preparing legal and budgetary commitments, contract administration, payments

Name and address of employer

European Commission

Type of business or sector

Joint Research Centre – Ispra

Dates

1998 to 2013

Occupation or position held

freelance interpreter English/Italian/Bulgarian

Main activities and responsibilities

translations from/into English, Italian, Bulgarian; interpreting at meetings and negotiations in Bulgaria and abroad

Name and address of employer

self-employed

Type of business or sector

translation services, part-time

Dates

7/9/2010 – 22/2/2013

Occupation or position held

Translator/Interpreter (09/2010-06/2011); Office Manager Veliko Tarnovo (06/2011-02/2013)

Main activities and responsibilities

Processing of payments, office supplies, cash accounts; management of real estate and rentals; administrative procedures related to construction processes; HR, drafting contracts, preparation of visa and work permit documents; organizing accommodation, travel expenses; liaison with local institutions; translations of technical and administrative documents, interpretation at meetings; organisation of administrative matters

Contribution

Built excellent relations with authorities, contractors, VT staff; active participation in solving staff issues and external problems

Name and address of employer

EU Sunday AD – Sofia 1172, 4 Pimen Zografsky Street

Type of business or sector	Energy Production from Renewable Sources; Projects: Photovoltaic Power Plants Samovodene, Zlataritzza, Ostar Kamak, Sliven, Katunitza; Investment budget: Euro 300 million; Origin: South Korea
Dates	<u>4/3/1998-31/07/2002; 1/11/2002-23/5/2007; 01/02/2008 – 31/12/2009</u>
Occupation or position held	Administrative Assistant/Interpreter/Public Relations and Synergy Consultant (1998-2000); Secretary/Interpreter/PR person (2001); Secretary(2002); Administrative Assistant (2003); Job Creation Consultant (2004); Regional Expert (2005-2007); Deputy Administrator(2008-2009)
Main activities and responsibilities	English/Bulgarian translations of technical and administrative documents, interpretation at official events; organisation of administrative matters; monitoring of budget, processing of payments; monitoring of employment matters; issuing press releases, liaison with the public and the local government; participation in bid processes; drafting works contracts, training of unemployed
Contribution	persons, secretarial duties and filing Created a filing system eventually adopted by all UNDP projects in Bulgaria; Built excellent relations with the authorities, contractors and the media
Name and address of employer	Beautiful Bulgaria Project United Nations Development Programme (1998-2006) Ministry of Labour and Social Policy (2005-2009), Sofia, Bulgaria
Type of business or sector	job creation, urban renovation
Dates	<u>28/5/2007 – 04/01/2008</u>
Occupation or position held	Vivatel Network Project Document Control Coordinator/Translator/Market Administrative(05-06/2007); Project Controls / Scheduller (07/2007-01/2008)
Main activities and responsibilities	DCC: English/Bulgarian translations of technical and administrative documents, interpretation at meetings; organisation of administrative matters; Project Controls: liaison with the institutions, the client and the subcontractors; Monitoring project implementation on a daily basis; Preparing weekly reports; Scheduling technological processes; Forecasting processes; Monitoring site acquisition, design works, permitting, construction works
Name and address of employer	Bechtel International (USA) – Bulgaria Branch, Sofia, 1 Jerusalem Street
Type of business or sector	Telecommunications
Dates	<u>6/1995 - 2/1998</u>
Occupation or position held	Transit Roads Rehabilitation Project Secretary/Translator/Interpreter (1995-96) Veliko Tarnovo; Office Manager (1997-1998) Pleven
Main activities and responsibilities	Coordination, distribution of daily tasks and monitoring of the administrative support staff, assistance to the Administrative Director and the Project Manager in the discharge of their duties, acting as interpreter from/into English/Italian/Bulgarian, drafting minutes of meetings, translations of technical, administrative and legal documents from and into English, Italian and Bulgarian; administrative activity connected with obtaining work permits for the expatriate staff, contacts with Ministry of Construction, Ministry of Transport, General Road Administration, traffic police, labour office, customs administration, banks, tax offices, insurance companies; preparation of contracts with suppliers, subcontractors, lease contracts; filing, correspondence, etc.;
Name and address of employer	Todini Costruzioni Generali SpA, Rome, Italy - Bulgaria Branch
Type of business or sector	road construction
Dates	<u>12/1994 - 10/1995</u>
Occupation or position held	Teacher in English language
Main activities and responsibilities	teaching English language
Contribution	Highest success rate for the subject; More than 90% of the pupils enrolled for English classes
Name and address of employer	Hristo Botev Primary School. Veliko Tarnovo, Bulgaria
Type of business or sector	Education

Dates

1992 – 1993

Occupation or position held

Secretary/Translator

Main activities and responsibilities

written translation from English and Russian into Bulgarian; basic secretarial duties

Name and address of employer

Walter Catani Detective Agency, Veliko Tarnovo, Bulgaria

Type of business or sector

private investigation

Education and training

Dates

1999 – 2001

Title of qualification awarded

Master's Degree in Economics

Principal subjects/Occupational skills covered

Marketing and Management

Name and type of organisation providing education and training

Veliko Tarnovo University St. Cyril and St. Methodius, Bulgaria

Dates

1991 – 1996

Title of qualification awarded

MA

Principal subjects/Occupational skills covered

English Philology, Specialization in Translation

Name and type of organisation providing education and training

Veliko Tarnovo University St. Cyril and St. Methodius, Bulgaria

Personal skills and competences

Mother tongue

Bulgarian

Other language(s)

Self-assessment

European level (***)

English
Italian
Spanish
Russian
German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	B2	Independent user
B2	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
B1	Independent user	B1	Independent user	A2	Basic User	A2	Basic User	A2	Basic User
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

Social skills and competences

Team spirit acquired through sports activities in the past; Adaptability to multicultural environment, gained through work experience in an international environment in the country and abroad; Good communication skills gained through work experience as a teacher, secretary, interpreter, PR

Organisational skills and competences

Leadership (personal characteristics); Well organised (experience with work under pressure and heavy workload); Experience in project management

Technical skills and competences

Working with all kinds of office equipment

Computer skills and competences

Good command of MS Office (Word/Excel/Access)

Artistic skills and competences

playing the piano

Other

Successful Selection Procedures:

- EPSO/CAST/S/1/2011 – Translators (BG-EN-IT) – valid until 30/10/2015
- EPSO/CAST27/4/07 – CAST27 – FGIV – Translators (BG-EN) – expired in 2012
- EPSO/CAST/02/10-S2 – Contract Agents (FG II) – expired in 2012
- EPSO/CAST/SECT/2008 – Contract Agents – expired in 2012

Driving licence

Category B, holder of golden driving infringements record – driver without road violations