

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Elena Aleksandrova**
Address(es) Priselci 9131, Varna region Bulgaria

Nationality Bulgarian

Date of birth 14.09.1976

Gender female

Desired employment / Occupational field English>Bulgarian, Bulgarian>English translator/editor/proof-reader

Work experience

Dates January 2008 - currently
Occupation or position held Book-keeper (full-time, part-time)
Main activities and responsibilities Recording of financial transactions – sales, purchases, income, and payments by an individual or organizations.
Name and address of employer "Stansy Plastika" Yambol, Bulgaria
Type of business or sector Building
Dates 2005 - currently
Occupation or position held Full-time freelance translator and editor
Dates 2001 – 2006
Occupation or position held Interpreter and translator (English-Bulgarian, Bulgarian-English)
Main activities and responsibilities Translation/interpreting
Name and address of employer "LisdunVarna – Hamilton" Varna, Bulgaria
Type of business or sector Translation/interpreting
Dates 1999 – 2000
Occupation or position held Supervisor
Main activities and responsibilities Organizing the office, the orders, dealing with clients and preparing the paperwork.
Name and address of employer "Stansy Plastika" Yambol, Bulgaria
Type of business or sector Building

Education and training

Dates November 2008-January 2009

Title of qualification awarded	Certificate in TEFL/TESOL; Specialist Certificates: TEFL for Young Learners; Teaching Business English; Teaching with Limited Resources; Teaching Large Classes; Grammar
Principal subjects/occupational skills covered	Teaching English as Foreign Language
Name and type of organisation providing education and training	i-to-i UK
Dates	December 2007
Title of qualification awarded	Certificate in book-keeping
Principal subjects/occupational skills covered	Book-keeping
Name and type of organisation providing education and training	TC "Planet", Varna, Bulgaria
Dates	2000 - present
Title of qualification awarded	Master in Veterinary Medicine, in progress
Principal subjects/occupational skills covered	
Name and type of organisation providing education and training	Trakia University, Stara Zagora, Bulgaria
Dates	1994-1999
Title of qualification awarded	Degree course in IT
Principal subjects/occupational skills covered	Programming
Name and type of organisation providing education and training	Sofia University, Sofia, Bulgaria
Mother tongue(s)	Bulgarian
Other language(s)	English, Russian
Social skills and competences	Sociable and friendly – used to working with a wide variety of people – skills acquired in a wide variety of employment and educational positions.
Organisational skills and competences	Capable of organising both my own workloads and those of others. Self-motivated and hard-working, both as part of a team or individually. Used to producing high quality work within tight and demanding deadlines.
Technical skills and competences	Excellent translations skills, for English/Bulgarian/English projects, highly skilled in editing and proof-reading, a qualified book-keeper and a high level of medicine / veterinary science knowledge.
Computer skills and competences	Extensive experience of a wide variety of software packages e.g. Microsoft Office, Trados, book-keeping packages, Adobe Photoshop and Illustrator.
Artistic skills and competences	Highly literate and widely read, in both Bulgarian and English.
Other skills and competences	Budgeting, planning, and supervision of staff.
Driving licence	Full, clean driving licence, for standard vehicles (e.g. cars, small vans etc.)
Additional information	References may be obtained from: Liam Hamilton "LisdunVarna – Hamilton"; liamham@gmail.com Varna, Bulgaria Jordanka Ivanova "Stansi Plastika" ET; st.plastika@gmail.com Yambol, Bulgaria