








PERSONAL INFORMATION

Albena Dimitrova



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Sex Female | Date of birth 20 October 1966 | Nationality Bulgarian

PREFERRED JOB

freelance translator, project manager

WORK EXPERIENCE

04 freelance translator

Technical, Medical & Legal translations

Localization/IT expertise

Localization and translation of ICQ 7.5 and ICQ mobile, localization of Modu Mobile phone.

Localization of banking software (Bulbank).

Localization of Yakaz (social network), Howrse (game), Amundi (Securities website), ERPs, Cegid (software company) products.

Microsoft projects: MSOffice 2007/2010 Help files with LocStudio 6.11.

Technical:

Automotive, Construction and Civil engineering, Petroleum processing, Tender and other technical documentation, Electronics any kind of manuals, User guides, training manuals, product catalogues, chemical and pharmaceutical processes, mechanical engineering, regulatory documents, consumer product manuals and instructions, safety data sheets, report summaries, studies and research documents, labels and packaging, electrical engineering, automotive, marine, aircraft, manufacturing process description, technical and procedural information. Special documents (I.e. Nuclear and Defense industry).

Medical:

Medical Documents of Health Institutions: clinical study reports, general regulatory documents and legislation, health related instruction manuals and patent applications, hospital discharge documents, insurance claims, manuscripts, marketing materials, medical charts and reports, medical equipment instruction manuals, medical related software, patient information and history records, product specs, scientific and white papers

Translation of Medical Equipment, Instrument, Tools and Supply Documents

Translation of Pharmaceutical Related Documents

Legal:**EC** regulatory documents on regular base (~8k/week)

Acts, Regulations, Powers of Attorney, Writs and summonses, Depositions, Acts and statutes, Certificates, Wills & probate documents, Testaments, Memorandum & Articles of Association, Trust law, Title deeds, Legal correspondence, Letter of wishes, Trust deed, Contracts, Agreements, Tax legislation, etc• Very specific & confidential projects (high level of difficulty)

Business or sector Activities of households as employers; undifferentiated goods - and services - producing activities of households for own use

95-04 BUSINESS DEVELOPMENT OFFICER

Defense Industry Group, Sofia-Moscow-London (Bulgaria-UK)

• Business administration

• Marketing and Sales of military and other industrial products on multicultural, multilingual markets; Sales & Promotion plans

- Representative in London

Business or sector Defense

91–94 **SENIOR TRADE EXPERT “SPECIAL PRODUCTION” DPT.**

ARMIMEX Ltd
1, Garibaldi Sq., 1000 Sofia (Bulgaria)

- ☰ Marketing & Sales of weapons and military products, high technologies, on multicultural, multilingual market
- ☰ Negotiated, made contracts and technical specifications for sale and re-sale (re-export)
- ☰ Business help to shareholders (the Bulgarian Military Industry producers)
- ☰ Financial control (follow up) over L/C-s, other payments

Business or sector Defense

EDUCATION AND TRAINING

85–91 **MBA , Commercial Enterprises**

MBA, ISCED 5

University of National and World Economy
Studentski grad “Hristo Botev” BG-1710 Sofia (Bulgaria)
Management, Management Accounting, International Marketing & Investment

80–85 **Bachelor**

ISCED 4

French College (Lycee de langue francaise Alphonse de Lamartine)
35 bd Patriarche Evtimii BG-1000 Sofia (Bulgaria)
Linguistics (French)

84–85 **graduate**

ISCED 4

Sofia High School of Mathematics
61 Iskar Str. BG-1000 Sofia (Bulgaria)
IT

PERSONAL SKILLS

Mother tongue(s) Bulgarian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	B2	B2	C2
French	C2	C2	C1	B2	C1
Russian	C2	C2	B2	B2	B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](http://www.cerl.eu)

Communication skills Ability to organize work of other, to work in team, good communicator

Organisational / managerial skills

- Fast decision-maker with strong analytical skills.
 - Proactive and self-motivated
- Ability to to implement change, to analyze problems and implement solutions.

Understand contracts and service provision. Financially competent. Specific translations (technical, financial, law). Able to work under pressure with ability to manage multiple tasks and prioritize efforts.

Computer skills

almost the full set of popular translation tools:

1. SDLX Trados 2007
2. Wordfast 6.5
3. Across 5.0
4. DejaVu 7.5
5. Translate CAD 1.0 (for Autocad drawings translation)
6. SDL Passolo 2009
- 7 Restorator (for exe files translation)

Office tools

1. MS Office 2007 (Power Point, MS Expression and Project included)
2. ABBYY Fine Reader 8.0 (for OCR)
3. ABBYY Lingvo X3
4. ABBYY PDF Transfomer
5. Nuance PDF Professional
6. WinRar &7z
7. Corel Draw 12.0

8.

Web

Filezilla FTP

ADDITIONAL INFORMATION

Could be required to respond out-of-hours (24/7, local holidays included)