



PERSONAL INFORMATION

Lyudmila Ananieva

-  (Bulgaria)
-  +359879983311
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JOB APPLIED FOR

Translator

WORK EXPERIENCE

01/07/2005–01/02/2015

translator

Administrative Center, Lotte Hotel, Nikolskaya Health Center, Sofia/Moscow (Bulgaria/Russia)
 -translation from/into English, Bulgarian, Italian, Russian
 -secretary: registration, organization, documentation
 -tour-guide
 -communication and correspondence

EDUCATION AND TRAINING

01/10/2000–30/06/2005

Certificate in International Economy/ Translation

EQF level 5

The University of Veliko Tarnovo, Veliko Tarnovo (Bulgaria)
 Marketing, Management, English&Italian, Business Communication, Interanional&Monetary Economy and Policy

PERSONAL SKILLS

Mother tongue(s) Bulgarian, Russian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Certificate of Language					
Italian	C1	C1	C1	C1	C1
Certificate of Language					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

good communication skills and translation gained from my experience as translator, secretary and tour-guide

Organisational / managerial skills

good organizational skills gained as secretary

Job-related skills

good organizational and planning skills gained as secretary/receptionist

Computer skills

Microsoft Office, Internet

