

CV



Personal information:

Name: Angelova Sonia Angelova
Date of birth: 27-th January 1987
Place of birth: Pazardjik
Nationality: Bulgarian

Contact information:

Address: Sofia 1000, „Strelbishte” district
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Work history:

Hotel „Kalihea” (3***)

Sozopol
Start date: 28.05.2007
End date: 28.08.2007
Position: Administrator

Job references: Welcoming the guests of the hotel, checking and assisting the guests with their departure. Accepting reservations and communicating with travel agents from England, Russia, Belarus and Ukraine. Managing computer, telephone central and receipt machine.

“Alexander SPA Apart hotel” (4***)

Bansko
Start date: 31.03.2008
End date: 30.08.2008
Position: Front office

Job references: Welcoming the guests of the hotel, checking and assisting the guest with their departure. Communicating with the owners of apartments in the hotel. Assigning the everyday tasks of the attending personal. Preparing daily and monthly reports. Working with specialized hotel product „Fidelio Version 8 Live, Salto”. The hotel has 109 studios and apartments.

Apart hotels “Efir 2”, “Efir 1”, “Kasandra”, “Happy” (4***)

Sunny Beach resort
Start date: 01.07.2009
End date: 01.09.2009
Position: Front office

Job references: Welcome and accommodate the hotel guests. Accepting reservations, and communicating with travel agents from Russia, Ireland and Israel. Assigning the everyday tasks of the attending personal. Accounting. Organizing the visits for the owners of the apartments. Negotiate with potential buyers for the apartments in the hotels. Direct translation at meetings of the owner with investors from other countries.

“Techno Training” ltd.

Sofia

Start date: 01.01.2010

End date: until now

Position: Expert education and qualification

Job references: Work on licensing of vocational training center to National Agency for Vocational Education and Training. Interviews for work. Permanent contacts and negotiations with numerous partners of the company with a different activities. Working with state institutions. Monitoring of trainings. Preparation of educational plans. Writing projects on the programs of the European Union („Human Resources” Operational Development Programme, Operational Programme “Competitiveness”, „Rural Regions” Development Programme). Public procurements. ISO 9001:2008 audit. Translations on program "Leonardo da Vinci".

Practical experience:

Teaching Bulgarian language, Russian language and literature in High School “St. Kliment Ohridski”, Blagoevgrad

Translations:

<http://asmas-bg.com/> - English language

http://imoti.ileurohouse.com/index.php?lang_code=2 –Russian language

Education:

South-West University “Neofit Rilski”, Blagoevgrad, Bulgaria

Specialty: Pedagogic of the Bulgarian and Russian language

Degree: Bachelor

Period: 2005 -2009

Sofia University „St. Kliment Oxridski”, Sofia, Bulgaria

Specialty: Journalism and Media

Degree: Master (**Ist year external degree**)

Foreign language centre „TIT” Pazardjik

Certified completion of Headway English Course

Foreign languages:

	Written	Spoken
Russian:	excellent	excellent
English:	excellent	excellent

Computer skills:

Microsoft Excel:	good
Microsoft Word:	excellent
Microsoft PowerPoint	good
Internet:	excellent

Interests/Hobby/Sports/Personality:

I believe that one of my most distinctive characteristics is my ability to quickly adapt to the new environment and my adequate reactions in hard and stress situations. My communicative ability is other feature of my character on which I would like to draw your attention, and also the team work which I love very much. I have strong interest in foreign languages and journalism. I play aerobics and I love dancing. I'm positively ambitious and highly motivated person.