

PERSONAL INFORMATION

Diana Vasileva-Velichkovska

📍 Republic of Macedonia, Kumanovo, 726 Str. #10

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Sex **female** | Date of birth **17/05/1982** | Nationality **Bulgarian, Macedonian**

WORK EXPERIENCE

04.2017 – 07.2025

**Certified Court Translator from Macedonian to Bulgarian and vice versa
Public notaries and Basic Court - Kumanovo, R. Macedonia**

- Translating different types of documents – school certificates, birth certificates, official documents, business agreements, legal documents, court appeals, diplomas, contracts, registrations, declarations, power of attorneys and etc.

08.2018 – 07.2025

Translator with Macedonian and English

Foundation for small and medium enterprises development - Kumanovo, R. Macedonia / project “Innovation Hub: Comparative Advantage for Greater Competitiveness“ / project “Social Inclusion through Social Networks among CSO and Social Entrepreneurship“

- translating different types of documents and materials from Macedonian to English language regarding working with EU projects.

10.2017 – 07.2025

Translator with Macedonian, Bulgarian and English

PSD International – PSD Ltd. - Skopje, R. Macedonia

- Translating different types of documents - school certificates, birth certificates, official documents, business agreements, legal documents, court appeals, technical texts, website translation, etc.

04.2010 – 04.2018

Assistant-translator of court-certified translator from Macedonian to Bulgarian and vice versa

Public notaries and Basic Court - Kumanovo, R. Macedonia

- Translating different types of documents – school certificates, birth certificates, official documents, business agreements, legal documents, court appeals, diplomas, contracts, registrations, declarations, power of attorneys and etc.

12.2007 – 11.2024

Sales and marketing agent

Real estate agency Premium-lux Ltd. - Kumanovo, R. Macedonia

- Internet advertising, translator/interpreter regarding working with foreign national customers, written and telephone communication with clients, scheduling meetings, maintains electronic records management system for all incoming and outgoing correspondence, working with all Windows operating systems, created a systematic computerized customer database.

02.2015 – 07.2018

Translator with Macedonian, Bulgarian and English

Foundation for small and medium enterprises development - Kumanovo, R. Macedonia

- Translating different types of documents and materials for the needs of the foundation and European projects. Website translation.

- 01.2018 – 01.2018 **Translator with Macedonian and Bulgarian**
Final conference “To save the planet, to save the future – SAVE US!” of the EU funded project: Environmental protection and sustainable use of the common natural resources of the cross border area Bulgaria-Macedonia – Kyustendil, R. Bulgaria, from INTERREG-IPA CBC CCI Number 2014TC16I5CB006, Project CB006.1.11.105
- Translating and interpreting of the final conference.
 - Translation of manual and presentation.
- 01.2018 – 01.2018 **Translator with Macedonian, Bulgarian and English**
EU Financed Project for Cross Border Cooperation between Bulgaria and Macedonia, Number CB006.1.31.158 from INTERREG-IPA CBC CCI Number 2014TC16I5CB006
- Translation of the Final Publication
- 01.2017 – 02.2017 **Translator with Macedonian and Bulgarian**
Arbitrary Court of R. Bulgaria, International Association for Justice and Arbitration
- Translation of conventions, codes, laws, rules, etc.
- 02.2006 – 11.2007 **Translator from English to Bulgarian and vice versa**
“Aneli Pateva” Ltd - Veliko Tarnovo, R. Bulgaria
- Translating different types of documents – lectures, flyers, diplomas, contracts, registrations, declarations, power of attorneys and etc. Participation in translations for SAPARD and USAID.
- 02.2006 – 11.2007 **Administrative Assistant and Translator**
Real estate agency “VT Bulgaria” Ltd. – Veliko Tarnovo, R. Bulgaria
- Translating and interpreting notary deeds, preliminary contracts, power of attorneys, preparing company set up documents, Internet advertising, telephone reception, written communication with clients, scheduling meetings, making travel arrangements, maintaining electronic records management system for all incoming and outgoing correspondence, responsible for training of new employees, maintaining computerized customer database.
- 07.2005 – 01.2006 **Administrative-receptionist**
Hotel-restaurant BENITO - Ravda, R. Bulgaria
- Responsible for inviting Bulgarian and foreign tourists, organizing different excursions, people management, preparing and operating with tourist's vouchers, creating and maintaining electronic records of customers, responsible for training of new employees, telephone reception.
- 06.2004 - 09.2004 **Administrative-receptionist**
UNWE – Sofia – UOB – Ravda, R. Bulgaria
- Responsible for inviting Bulgarian and foreign tourists, organizing different excursions, preparing and operating with tourist's vouchers, creating and maintaining electronic records of customers, telephone reception

EDUCATION AND TRAINING

- 2006 – 2007 **Master's degree in Media and advertising**
University of Veliko Tarnovo, R. Bulgaria
- Professional qualification – Media and advertising

2001 – 2006 **Bachelor’s degree in Applied linguistics – English and Arabic**
University of Veliko Tarnovo, R. Bulgaria

- Professional qualification – Translator/Interpreter with English, Arabic and Bulgarian

PERSONAL SKILLS

Mother tongue(s) **Bulgarian**

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Proficient	Proficient	Proficient	Proficient	Proficient
Macedonian	Proficient	Proficient	Proficient	Proficient	Proficient
Serbian	Advanced	Advanced	Pre-Intermediate	Pre-Intermediate	Pre-Intermediate
Arabic	Pre-Intermediate	Pre-Intermediate	Pre-Intermediate	Pre-Intermediate	Pre-Intermediate
German Beginners	Beginners	Beginners	Beginners	Beginners	

ADDITIONAL INFORMATION

Courses

06.2018-08-2018 - **Course for German language – level A1.1**
Educational centre Vizija – Kumanovo, R. Macedonia

03.2003-04.2003 - **Course for computer skills**
European college of Business Administration – Veliko Tarnovo, R. Bulgaria

11.2011 - **DIDC Dubai – complete training course**
DIDC Dubai, UAE

Certificates

- Certificate for successfully passed training for knowing German language - level A1.1.
- Certificate for successfully passed exam for Certified Court Translator from Macedonian to Bulgarian language and vice versa.
- Certificate for successfully passed exam for knowing Macedonian language knowledge assessment from Worker’s University “Professor Miyalkovich” – Kumanovo, R. Macedonia
- Certificate for successfully passed trainings for Alternative sources of financing - Crowdfunding, Francizing, Leasing, etc.
- Certificate for successfully passed trainings for Innovations and Innovative working;

Competitiveness and competitive products and services; Branding, Certification and Standardization of Products and services, during the Project “Women entrepreneurs in innovative and competitive businesses, key for success on the global market”, funded by the Ministry of Economy of the Republic of Macedonia.

- Certificates or successfully passed trainings for: Tribalism in Afghanistan, Afghanistan Country Study Course, SAEDA, Suicide Prevention, Report Intelligence Information, Anti-Terrorism I, Combating Trafficking in Persons, Operations Security (OPSEC), Equal Opportunity/Prevention of Sexual Harassment (POSH), Code of Ethics and Business Conduct, Health, Safety and Environmental Hazard Communication, Health, Safety and Environmental - Personal Protective Equipment, Health, Safety and Environmental - Ergonomics Awareness, Health, Safety and Environmental - New Hire Safety Orientation, Health, Safety and Environmental - Fire Prevention and Portable Fire Extinguishers, Heat Stress Course, HQDA Fraternization Policy, General Orders, Core Warrior Value Training, Information Security, Labor Timekeeping, Personal Recovery Training – Survival, Escape, Recovery and Evasion (SERE 100), Sexual Harassment - DIDC Dubai, UAE
- Certificate for knowing MS Office, Internet – Web Hosting, Advertising, E-mail accounting – from European collage for business and technology, Veliko Tarnovo, R. Bulgaria
- Certificate for participation in a course for CV and Interview skills from American Corner, University of Veliko Tarnovo, R. Bulgaria