

Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **LYUTAKOVA, Ekaterina Georgieva**
Address(es) ul. Sheynovo 13, floor 4, ap. 502, Plovdiv 4000, Bulgaria
Mobile: (00359-889) 28 51 58
E-mail ekaterina@cyrillica.eu; ekaterina.lyutakova@gmail.com
URL <http://cyrillica.eu>

Nationality Bulgarian

Date of birth 28. 02. 1972

Gender Female

Occupational field **Certified Translator**

Work experience

Dates From January 2006 - ongoing

Occupation or position held **Certified Translator**

Main activities and responsibilities

- External Translator for the DGT of the European Commission for supply of services consisting in translation into Bulgarian from English and French (Call for tenders AO 2005 BG: 2006-2008);
- External Linguist Contractor localizing Google products (2010-2013)
- Managing Projects and implementing Quality Control;
- Providing Linguistic Services: English – Bulgarian and French – Bulgarian;
- Technical Translations English – Bulgarian and French – Bulgarian;
- Revision and Proofreading of texts translated into Bulgarian; Verification
- Interpreting services: consecutive, simultaneous, telephone interpreting: English - Bulgarian;
- Web site and Software Localization: English – Bulgarian and French - Bulgarian;
- Voice over in Bulgarian of Documentaries, e-Learning, Interactive Voice Response Telecom Applications (IVR), Narration, Promos and Commercials, Voicemail, Web site Audio; VO Direction
- Transcription of audio and video recordings in Bulgarian;
- Subtitling.

Areas of specialization and translation experience: government-politic-public-affairs, law, economy and commerce, finance (general), science and technology, medicine (general, medical devices, pharmaceuticals), health care, occupational safety and health, environment and ecology, literature, drama, films, advertising-public relations, agriculture, automotive, management, journalism, marketing-market research, real estate, sports-recreation, tourism-travel, web sites, information technology.

Language pairs: English – Bulgarian, French – Bulgarian

Name and address of employer Ekaterina Lyutakova EOOD, Bulgaria; Pazardzhik 4400, ul. Buzludzha 3
(Formaly: Link – Ekaterina Lyutakova, established in 2006)

Type of business or sector Linguistic Services

Dates June 2003 – January 2006

Occupation or position held **Translator, Interpreter**

Main activities and responsibilities

- Translation and DTP of Technical manuals, official documents, offers and correspondence: English/Bulgarian/French
- Interpreting (English <> Bulgarian)

Name and address of employer Agri – M Ltd., 166 Vassil Aprilov blvd., Plovdiv 4003, Bulgaria; e-mail: d.ilchev@agri-m-bg.com

Type of business or sector Trade and services

Education and training

Dates From October 2005 to May 2007

Title of qualification awarded Diploma of Higher Education, Series PU - 2007, No 027970 at the Education and Qualification Degree Master in Translation, Professional Qualification of Expert in European Translation (English and French)

Name and type of organisation providing education and training University of Plovdiv "Paisii Hilendarski", a Faculty of Philology

Level in national or international classification **Master in Translation**

Dates From 1994 to 2000 (university studies of six years)

Title of qualification awarded Diploma of Higher Education, Series PU – 2000, No 035426 at the education and qualification degree **Master in French and Bulgarian Studies** with professional qualification of Specialist in Bulgarian Language and Literature and in French Language and Literature.

Name and type of organisation providing education and training University of Plovdiv "Paisii Hilendarski", a Faculty of Philology

Level in national or international classification **Master in French and Bulgarian Studies**

Dates From 09 / 2002 to 09 / 2004

Title of qualification awarded **Post-graduate qualification in journalism, Certificate reg. no 2739/oct. 2004**

Name and type of organisation providing education and training University of Plovdiv "Paisii Hilendarski", Specialization and Qualification Centre

Level in national or international classification **Additional vocational education**

Dates December 2004

Title of qualification awarded **Certificate of Proficiency in English, Ref No 04CBG0018048, Certificate No 0013015438**

Name and type of organization providing education and training University of Cambridge, Local Examination Syndicate, International examinations

Level in international classification **Council of Europe Level C2**

Dates December 2001

Title of qualification awarded **Certificate in Advanced English, Ref No 01CBG0015060, Certificate No 7445797**

Level in international classification **Council of Europe Level C1**

Dates June 2000

Title of qualification awarded **First Certificate in English, Ref No 006BG0010697, Certificate No 4276324**

Level in international classification **Council of Europe Level B2**

**Intensive training workshop
Personal skills and competences**

Mother tongue(s)

Other language(s)

European level (*)

English

French

Bulgarian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C2	Proficient user

Computer skills and competences

- SDL Trados Studio 2019; WordFast, OmegaT, MemoQ, Idiom WorldServer, OLT, GTT
- Cool Edit Pro, Cubase LE 11, Mic: AKG Perception 220; Preamp: Alesis IO/2; Subtitle Workshop; EZTitles

Additional information

Memberships

Projects

References

- Authorized Translator to the Bulgarian Ministry of Foreign Affairs (Sworn/Certified Translator)
- Member of the Association of Translators and Interpreters in Bulgaria
- http://www.proz.com/?sp=project_history&eid_s=594680
- <http://www.proz.com/wva/594680> and reference and thank you letters upon request