



ALPHA-VITAE TRANSLATION AGENCY

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UPFRONT AND BEHIND ALPHA VITAE TRANSLATION AGENCY OOD

MANAGER AND LEAD TRANSLATOR: Georgi Tenev Dinev

EDUCATION:

1976 – 1980 Cyril and Methodius University of Veliko Turnovo, Bulgaria,
Diploma in English Philology, **Master's Degree**

1969 – 1974 English Language High School, Plovdiv, Bulgaria

EXPERIENCE:

2003 to date **Manager and Lead Translator of Alpha Vitae Translation Agency Ltd., Stara Zagora,** dealing with technical translations, business correspondence, tender documentation, offers, contracts, filling in documents, participating in business negotiations, etc. from English into Bulgarian and vice versa.

1996 – 2003 **Director and lecturer of English at Pharos Schools of Languages and Computing, Stara Zagora branch** and dealing with&
➤ administrative and organizational work
➤ teaching all levels of English up to Cambridge CPE to 8th graders and up.

1991 – 1993 **Office Manager at Telephone Networks Extension Project, Francistown, Botswana and Harare, Zimbabwe, employed by Telecomplect Plc., Sofia:**
➤ dealing with all the office work related to the completion of Telecomplect's contract with Botswana Telecomms and Cable & Wireless Ltd., England.
➤ participating in tender negotiations at the relevant Ministries in Botswana, Zimbabwe and Zambia.
➤ translating and direct involvement in implementing of the British Standards related to telecommunications towards contract completion
➤ daily discussions and reporting to the British Supervising Engineers on current technical issues related to the daily work progress on site.

1988 – 1989 **Translator/interpreter at Tobacco Manipulation and Fermentation Turnkey Project, Sulaymaniah, Iraq.** Dealing with the office work of Bioinvest Company, Sofia, concerning the completion of their contract with the Iraqi Ministry of Industry, participating in all negotiations on site and in the above Ministry.

1984 – 1986 **Office Manager at Mineral Water and Soft Drinks Turnkey Project, Bani Khailan, in the north-east of Iraq.** Dealing with all kinds of office work, including visa formalities, taking minutes of meetings, direct involvement in follow-up activities as instructed by the local Resident Engineers on site, etc.

1982-1983 **Translator/interpreter at Mineral Water and Soft Drinks Turnkey Project, Bani Khailan, Iraq.** Doing all kinds of translations related to civil engineering, construction and installation, machine maintenance and after-sales service, business correspondence, reports and minutes on site.

1980 – 1996 **English/Bulgarian translator and interpreter at Hranmash Food Machinery Building Company, Stara Zagora, Marketing Dept.** Translation of offers, quotations, tender documents, contracts, shipping documents, specifications of machinery and equipment, correspondence with foreign companies, interpreting in negotiations at various levels, etc.