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Lozenets, Bigla 4 Str. m.ivanova@eucv.com 00359 123 456 789

1421 Sofia

**CONTACT**

**PERSONAL INTERESTS**

**LANGUAGES**

**VOLUNTEER WORK**

**EDUCATION**

**WORK EXPERIENCE**

**SKILLS**

BULGARIAN - NATIVE

ENGLISH - FLUENT

FRENCH - FLUENT

RUSSIAN - INTERMEDIA TE

2014 – 2015 projects abroad

System services provider

Project management – grand anniversary concert & anniversary Canada tour. In charge of fundraising, marketing and media representation.

2013 – 2015 Balkan kids foundation

Event organisation volunteer

Managed the organization of the biggest annual event in the foundation. Coordinated and delegated tasks among members.

2012 – 2013 PEOPLE TO PEOPLE

INTERNATIONAL

Sofia Chapter President

Managed a team of 10 people, collected and organized creative ideas. Approved marketing campaigns and maintained the chapter’s Facebook’s page.

SOCIAL MEDIA

POLITICAL NEWS

WORLD BUSINESS

ECOLOGY

TRAVELLING

SMART LIVING

YOGA

DOGS

ANALYTIC THINKING

WORKING IN TEAM

LEADING ABILITIES

WORKING WITH TIGHT DEADLINES

MICROSOFT OFFIC E

ITIL FOUNDATION CERTIFICATE

STRONG COMMUNICATION SKILLS

DESIRE TO LEARN

2015 – 2016 SALES CONSULTANTS SOFIA

Management Consultant

Participating in standardization and transformation of the workflow system and extracting raw data from various databases.

2013 – 2015 ABC BANK BULGARIA

Investment analyst

Generating and maintaining reports and scorecards in different formats (Excel, PowerPoint, Access)

2012 – 2013 RADICAL INSURANCE LONDON

Insurance and Accountancy Intern

Providing proper data quality control and analyzing trends in reports, scorecards. Work also included creating and maintaining SharePoints in regard to the reporting needs.

2015 – 2016 SALES ACADEMY SOFIA

Degree in Computer Marketing

2013 – 2015 ECONOMICS UNIVERSITY OF SOFIA

Master’s degree, Resource Economics

2009 – 2013 ECONOMICS UNIVERSITY OF SOFIA

Bachelor of Science (BS), World Trading Studies

2004 – 2009 LANGUAGE SCHOOL IN SOFIA

English Language, French Language

Sales expert

**MARIA IVANOVA**