

# Lyubka Stambolieva

## Freelance Translator

Languages: **English into Bulgarian**  
**Bulgarian into English**

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## Translation Experience

- 1994 – present      Freelance Translator  
- Business and Finance: banking and economic texts, annual financial statements, powers of attorney, offering memorandums, tax returns, audit reports
- Legal: legal regulations; lease agreements, divorce decrees, adoption papers, statements of claims, court decisions, share transfer agreements, last wills and testaments, appeal petitions;  
confidentiality agreements
- Medical & Pharmaceutical clinical study agreements; ICFs; protocols; CRFs; information handling guidelines; PI; IFU; other pharmaceuticals-related documentation, etc.
- Construction completion certificates; zoning and urban planning documentation; plat maps; occupancy permits; building lease agreements; building permits
- Technical consumer electronics - instruction manuals, help files, certificates of compliance, etc.
- Marketing advertising and promotional materials; marketing surveys;
- General personal and official letters, diplomas and academic transcripts, company memos
- 1994 – present      In-house Translator (part-time), REZON Translation Agency, Sofia, Bulgaria  
Company documentation, articles of association, agreements, contracts, corporate web site (First Investment Bank, Sofia), annual financial statements, academic transcripts, diplomas, civil records, court decisions, affidavits, certificates of compliance, employment records, etc., and various team projects
- May – October 1996      Part-time translator, The Capital weekly  
Reuters business news: commodities and stock exchange news; newspaper articles

## Education

- 1989 – 1994      M.A. in British and American Studies  
St. Kliment Ohridski University of Sofia, Sofia, Bulgaria
- 1985 – 1989      English Language High School Diploma, Montana, Bulgaria

## Computer Resources

Software: Windows XP/2003, MS-Office XP/2003, Adobe Acrobat  
Hardware: 2 PC, 48x CD-R, HP laser printer, scanner, 24-hour Internet connection  
SDL Trados

*References available upon request*