



Polina Nikolova

CONTACT

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europass

WORK EXPERIENCE

08/2024 – 02/2025 Remote, United Kingdom

Language Service Coordinator Professional Scientific Association (PSA)

Working on International translation and interpretation projects with the US Department of Commerce for international events.

Daily duties include communication and negotiation with translators and interpreters for ongoing and future projects. Preparing POs, contracts, background check.

Following up on translation project including final checks, delivery and going support.

Daily work on programs, admin work and planning for future events while keeping in mind strict deadlines for all tasks.

2021 – 03/2024 London, United Kingdom

Project Manager/ Account Manager (hybrid role) Ubiquis United Kingdom

Account Manager - 79% of the time

Project Manager - 30 % of the time

AM responsibilities:

- Maintaining and developing existing client base relationships to meet our agreed financial targets and business growth strategies, and the needs of the clients.
- Following up with clients to ensure satisfaction, managing feedback, and resolving any client concerns and conflict, in association with the project management team.
- Ensuring all internal progress reports, databases and spreadsheets are maintained and required reports / information is presented in a timely and clear manner.

PM responsibilities:

- Responsible for all aspects of selected translation projects including project planning, quoting, quality control, deadline management, scheduling & booking resources, and task delegation.
- Compiling cost calculations taking into account client's budget and freelancers' rates.
- Ensuring projects come in on budget and on time.

03/2021 Remote, United Kingdom

Illustrator Twinkl

Ongoing projects involving illustrating and editing children's books

2017 – 2020

Account Manager YYY Translations

- maintaining communication with company's clients and ensuring projects successful completion
- Scoping of projects, submitting quotes, delivering project, keeping deadlines
- handling and assigning translation projects to PMs and translators
- selling our services to other companies and growing the business

2012 – CURRENT

● **Translator** different translation companies stated below

- Ad-hoc - Medical forms
- Pharmaceutical form and medical content - Localize a2z
- Marketing information and announcement documents - Edu Language group
- Logistic documents and chemical information for dangerous waste goods - Speakt ltd
- Marketing and technical translations - Переклад Про (Ukraine company)
- Technical Manuals - MAXSUN
- Technical manuals - Ali Al Wazir (Chinese company)

● **06/02/2017 – 20/04/2017** Sofia, Bulgaria

● **Content writer** Arch Media Group

- writing articles about fashion, lifestyle and interior design
- SEO optimization
- WordPress customization

● **01/12/2016 – 05/06/2017** Sofia, Bulgaria

● **Content Writer** PFG Bulgaria

- writing articles for social media pages and website

● **2012 – 2015** Sofia, Bulgaria

● **Customer service representative** Telus International Europe

- replying to players regarding their account in the game League of Legends
- technical support
- keeping the excellent quality of service
- fulfilling daily targets

● **14/08/2012 – 23/03/2013** Sofia, Bulgaria

● **Personal Assistant and Translator** Todorov and Todorov

I have made multilingual translations with spanish and english mainly legal, technical, business and accounting documents

EDUCATION AND TRAINING

● **14/10/2015 – CURRENT** Sofia, Bulgaria

● **Master Degree in General Psychology in English** University of Sofia "St. Kliment Ohridski"

in-depth knowledge of current theoretical and methodological approaches and developments in the field of psychology;
able to think critically and methodologically sound about key issues in psychology;
able to conduct research in areas related to psychology
equipped with the theoretical and practical knowledge that is relevant to positions in education, business or research.

● **2008 – 2012** Bulgaria

● **Bachelor in Spanish philology** st Kliment Ohridski University of Sofia (Bulgaria)

Journalism, Media relations
Profession: Spanish Literature Teacher

LANGUAGE SKILLS

MOTHER TONGUE(S): Bulgarian

Other language(s):

Spanish

Listening C2

Spoken production C2

Reading C2

Spoken interaction C2

Writing C2

English

Listening C2

Spoken production C2

Reading C2

Spoken interaction C2

Writing C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

CAT tools (memoQ, SDL Trados) | Microsoft Office | Smartsheet | Adobe