

## CV

Silvina Georgieva Furnadzhieva

### Professional Experience:

#### Editor

.net Magazine Bulgaria, August 2008 - now (current place of work)

##### Job description:

- Editing and copywriting for the magazine and its web site
- Working on topics, features and general participation of the magazine's development
- Assisting the work of the editor in chief

#### Secretary

Ryvola Bulgaria, January 2008 - June 2008

##### Job description:

- Managing daily office activities
- Office organizing
- Oral and written translation between Bulgarian and English language

#### Regional Manager, South-West Region

iCentres Association (previously iCentres Project), August 2006 - December 2007 (in parallel with being a Manager of Bulgaria-Korea Internet Plaza)

##### Job description:

- Managing telecentres in the region, which includes Bulgarian administrative regions of Sofia City, Sofia Region, Blagoevgrad, Kyustendil, Pazardzhik and Pernik
- Coordinating work in the region
- Organizing and conducting seminars for telecentre managers in the region
- HR duties
- Duties in strategic and business planning

#### Manager of Bulgaria-Korea Internet Plaza, Sofia

iCentres Project, April 2006 - November 2007 (in parallel with being a Regional Manager, South-West Region)

##### Job description:

- Managing BKIP and ensuring its proper work
- Serving customers
- Organizing and teaching courses, organizing and leading IT activities (Microsoft Unlimited Potential trainer, including of people with hearing disabilities)
- Direct marketing of BKIP's services

#### Manager of Telecentre Pazardzhik

iCentres Project, April 2005 - April 2006

##### Job description:

- Managing the Telecentre and ensuring its proper work
- Serving customers
- Organizing and leading courses and activities (Microsoft Unlimited Potential trainer)
- Direct marketing of the Telecentre's services

#### Advertising consultant, February 2005 - April 2005

Vitosha Radio - Plovdiv office, representative for the town of Pazardzhik

##### Job description:

- Contacting advertisers and building an advertising panel
- Planning and carrying out advertising campaigns
- Supporting and enlarging the market share of the station on the Pazardzhik market

Marketing and advertising consultant

National Fashion Chamber – Bulgaria, January 2005 - February 2005

Job description:

- Contacting advertisers for the Chamber's internationally published fashion magazine named BG BOOK, and building an advertising panel
- Planning and carrying out advertising campaigns
- Supporting and enlarging the market share of the magazine on the Bulgarian market

News presenter and reporter

Hot FM Radio – Pazardzhik, May 2004 - November 2004

Job description:

- Composing news broadcast scenarios
- Coverage of events
- Presenting radio news live on air

DTP expert in digital printing house, March 2004

Job description:

- Carrying out print designs in CorelDRAW and Quark Xpress
- Montage of printer files
- Printing via digital printing machine

Radio presenter

Hot FM Radio – Pazardzhik, September 2003 - December 2003

Job description:

- Scheduling the programme of an entertainment radio show
- Presenting an entertainment radio show live on air

### **Additional Activities:**

Translator

.net Magazine Bulgaria, March 2008 – now

Job description:

- Translating articles from the original British edition of the magazine from English to Bulgarian language

Blogger, reporter, translator (English-Bulgarian and vice versa)

Freelance, January 2002 – now

Job description:

- Supporting the web site [www.staripc.hit.bg](http://www.staripc.hit.bg), including writing articles
- Supporting the news heading of American web site [OnlineCamera.com](http://OnlineCamera.com), located at [www.onlinecamera.com/news.htm](http://www.onlinecamera.com/news.htm)
- Personal web log at [silvina2004.blogspot.com](http://silvina2004.blogspot.com)
- Translations for online and offline publications

Online advertising, Internet marketing, Internet branding

Freelance, January 2001 – now

Job description:

- Studying the market and contacting potential customers
- Creation of online advertising strategies, web promotion

- Creation of web sites in Bulgarian, English, German and Russian language, including for foreign clients
- Web projects leadership

Technical literature translator

SoftPress Publishing House, June 2005 - December 2007

Job description:

- Translating books from English to Bulgarian language

### **Volunteer Work and Hobbies:**

Regional events coordinator for the town of Pazardzhik, part of national media team

OpenFest Team, April 2003 - now

Job description:

Organizing fest initiatives (such as [www.openfest.org](http://www.openfest.org)), including:

- Budgeting
- Funding the event
- Gathering presenters and the equipment needed to carry out the event
- Advertising - print, outdoor, television, radio, online, contacting the media
- Hosting the event

### **Foreign Languages:**

English - fluent, oral and written

German - basic, written

Russian - basic, written

### **Courses Attended:**

1993-1997	Pharos Schools of Languages and Computing - Plovdiv English language
1999-2000	European Centre for Education and Development - Plovdiv Alliance Prima Language School - Plovdiv German language
2005	Junior Achievement Bulgaria - Sofia Strategic Planning and Human Resource Management, Entrepreneurial Spirit Program
2005	ITCE - Sofia Integrated Learning Solution - Microsoft Class Server
2005	iCentres Project - Sofia Project Management (adapted from Project Management Institute USA)
2007	iCentres Association - Sofia Project Development

### **Other Skills:**

Computer skills: MS-DOS, Microsoft Windows, Linux, Microsoft Office, Microsoft Class Server, SharePoint Portal, OpenOffice, Adobe Photoshop, CorelDRAW, Adobe Acrobat, Macromedia Dreamweaver, HTML, web browsing, and e-mail

Personal skills: communication and people skills; working in multicultural environment; organization and coordination skills; teamwork capabilities; self-motivation and enthusiasm, ability to motivate others; stress resistance; attention to detail; teaching and presentation skills

### **Personal Data:**

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