

TANYA KALTSEVA

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Responsible legal professional, who uses translation and interpretation skills to deliver outstanding quality and service. Displays knowledge and practical expertise to provide exceptional all-round service. Trustworthy, adaptable, self-motivated to consistently provide first-class results in line with stringent targets and deadlines. Meets job demands and deadlines through diligent work-ethic and dedication to quality.

Freelance Translation and Interpretation

- Bulgarian to English and English to Bulgarian translation and interpretation
- Experienced in working on AI training projects, mainly linguistic
- Transcription of audio files, editing and proofreading, audio data collection, subtitling

I offer written translations, consecutive and simultaneous interpretation and over the phone interpretation. You can refer to my **ProZ.com profile**: <https://www.proz.com/profile/3531341>

Latest work – Linguistic testing of e-learning courses; Video and Audio QA; Mobile App review

- Interpretation on site for the ODIHR/OSCE Election Observation Missions in Bulgaria in 2022 and 2023;
- Transcription of short audio files, editing of dubbed video files and subtitling;
 - Interpretation at weekly online events for Rain International (wellness and healthcare);
 - Written translation Medicine-general for Thermo Fisher Scientific;
 - Written translation of documents in the Legal field - general/certificates/contracts/agreements;
 - Written translation of a report in Human rights Bg-En: <http://drom-vidin.org/drom/?q=en/node/257>

Prize – second place in translators' competition on ProZ.com 2023

CAT Tools –Phrase; WordBee; Smartcat; DeepL; Trados; MemoQ; Loft 2.0

Professional experience

JUNE 2019 – TILL PRESENT

Legal Counsel | United Bulgarian Bank, KBC Group

In house legal counsel with main activities and responsibilities in enforced debt collection; distressed assets, litigation and procedural representation in enforced and other court cases.

MAY 2010 – MAY 2019

Attorney at Law | Personal practice

- Dealing preferably with civil and administrative cases and litigation; Also had some cases in criminal law; Worked as public defender and pro bono cases; Prepared and drafted all kinds of legal documents, contracts, deeds etc.; Mediator in disputes and negotiations between opposing parties; Handled clients concerns and escalated major issues to court.
- Study and preparation of documentation for different types of lawsuits and cases; contacts with notaries, bailiffs and administrative structures; investigation, preparation and bringing of cases before the courts; preparation of documents for registration in the Commercial Register; preparation of various private documents and contracts.
- Translation in English-Bulgarian pair of all kind of legal papers.

Education

APRIL 2010

Master in Law Science / Sofia University “St.Kliment Ohridski”, Bulgaria

English Language High School

NGO Activity – For 10 years I have been working for NGO Organization Drom from Vidin, Bulgaria on various projects in the field of human rights protection as a legal coordinator with a special focus on the Roma community. Refer to: www.drom-vidin.org

Publications - <http://drom-vidin.org/drom/?q=en/node/257>

Regional Assessment on the specific challenges faced by vulnerable groups and communities in respect to discrimination, intolerance, hate speech and hate crimes