

# ZDRAVKA STOEVA



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## Work Experience

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**Aug 2020 – To Date**

**Claims Manager**

**Shippossible**

**July 2019 – 2020**

**Chartering manager**

**Aurora Maritime Ltd  
Sofia, Bulgaria**

- Chartering dry bulk cargo vessels
- Making voyage plans and estimates
- Negotiating charter parties with charterers/operators/brokers
- Assisting in post-fixture activities of the chartered vessels

**2016 – 2019**

**Shipbroker**

**TNS Brokers&Agents  
Burgas, Bulgaria**

- Dry cargo chartering
- Keeping in touch with ship owners, charterers, brokers
- Developing and maintaining a client portfolio
- Taking part in contract negotiations
- Working from coastal up to supra size vessels and cargoes

**2015 – 2016  
Nottingham, UK**

**Document administrator**

**Northgate Public Services,**

- Document preparation, verification of Original Documents
- Document indexing, data entry, quality control, dealing with highly confidential information.

**2013 – 2015  
Nottingham, UK**

**Sales Consultant**

**Debenhams**

- Operating tills, including cashing up and completing paper work
- Assisting and advising customers
- Buying and selling foreign currency at Debenhams travel money bureau, delivering excellent customer service

**2009**

**Translator/Interpreter**

**Freelance**

- Russian-bulgarian-russian translator/interpreter mostly experienced in: legal, business, marketing, real estate, history, beauty and wellness, etc.
- Hired for local jobs such as interpreting at notary and solicitors offices, as well as for overseas agencies projects in different language areas.

## Skills

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- Positive and upbeat
- Client management/relationship building skills
- Russian and English languages
- Excellent communication skills
- Excellent teamwork
- Analytical skills

## Education

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**2007-2009    Master's degree    Translatology /russian/  
"St Cyril and St Methodius" University of Veliko Tarnovo, Bulgaria**

- Media editing
- Marketing, advertising, journalistic, business translation
- Literary criticism and analysis, history and linguistics
- Certification in teaching Russian

**2003-2007    Bachelor of Science    Russian Philology  
"St Cyril and St Methodius" University of Veliko Tarnovo, Bulgaria**

## Certifications

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- International Career Institute – Import/Export (International trade)