

Curriculum Vitae

PERSONAL INFORMATION

Name TSVETINA ILIEVA ZAHARLIEVA
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Nationality Bulgarian

Date of birth 24TH JUNE 1978

WORK EXPERIENCE

- Dates (from – to) **March 2007- till present**
- Name and address of employer “Youth and Civil Initiatives in the Rose Valley” NGO
- Type of business or sector Non-governmental youth organization
- Occupation or position held **Executive director**
 - Managing the local Youth Information Centre, established with the support of the Municipality of Karlovo
 - organizing different youth projects at local, national and international level;
 - carrying out awareness raising and dissemination campaigns;
 - projects development and management;
 - training and facilitation services for all our NGO’s projects.

- Dates (from – to) **March 2007- till present**
- Name and address of employer “Youth and Civil Initiatives in the Rose Valley” NGO
- Type of business or sector Non-governmental youth organization
- Occupation or position held **Freelance trainer/facilitator and expert in non-formal education**

I am the main trainer/facilitator of our NGO’s projects. I was part of the Bulgarian NA’s pool of trainers for the “Youth in Action” Programme. Besides, I have led trainings for many other NAs and international organizations listed in Annex 1

You can also check my SALTO TOY profile at <http://www.salto-youth.net/tools/toy/tsvetina-zaharlieva.2331/>

- Dates (from – to) **February 2012-till present**
- Name and address of ~~October 2004-February, 2005~~ Petko Sabev Str., 4300 Karlovo
Municipality of Karlovo, 1 Petko Sabev Str., 4300 Karlovo, Bulgaria

- employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- Youth Department
 Eurointegration and Regional Development Department
 Chief expert and project manager
 Developing and managing youth projects
 - Managing the Youth Policy and Youth Program of the EU, the Municipality of Karlovo and Managing the Youth Information Centre of Karlovo
 - translating all the incoming and outgoing correspondence in the municipality as well as the projects we develop for international donor organizations;
October 2004-February 2007
 - interpreting at meetings and delegation visits;
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- Municipality of Karlovo, 1 Petko Sabev Str., 4300 Karlovo, Bulgaria
 Eurointegration and Regional Development Department
 chief expert
 - developing projects for various programs of the EU, the Embassies, foundations and donor organisations;
 - translating all the incoming and outgoing correspondence in the municipality as well as the projects we develop for international donor organizations;
 - interpreting at meetings and delegation visits;
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- October 2002-September 2004**
 The Intellect Teaching Centre, 18 Graf Ignatiev Str., 4300 Karlovo, Bulgaria
 Education
 English teacher
 Teaching English to varied groups of students- beginners, pre-intermediate, intermediate, advanced and certificate groups.
 Translation and interpretation services to companies and citizens.
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- October 2001-September 2002**
 The Europe Schools for Foreign Languages and Management, 4300 Karlovo, Bulgaria
 Education
 English teacher
 Teaching English to varied groups of students- beginners, pre-intermediate, intermediate, advanced and certificate groups.

EDUCATION AND TRAINING

- Dates (from – to)
 - Name and type of organization providing education and training
 - Principal subjects/occupational skills covered
- 1996-2001**
 “St. St. Cyril and Methodius” University, Veliko Turnovo, Bulgaria
English Philology- specialization in translation and linguistics

- Title of qualification awarded
- Level in national classification (if appropriate)

Master degree

Higher education

- Dates (from – to)
- Name and type of organization providing education and training

1998-2000

“St. St. Cyril and Methodius” University, Veliko Turnovo, Bulgaria

- Principal subjects/occupational skills covered

Organization and Management of Tourism, Hotels and Catering

- Title of qualification awarded

Professional qualification- manager in the sphere of tourism, hotels and catering

- Level in national classification (if appropriate)

Second specialty from the university education

- Dates (from – to)
- Name and type of organization providing education and training

1992-1996

“Hristo Prodanov” High School for Management and Foreign Languages, Karlovo, Bulgaria

- Principal subjects/occupational skills covered

Compulsory curriculum subjects plus vocational training in economics

- Title of qualification awarded

Professional qualification- manager

- Level in national classification (if appropriate)

Secondary education

SPECIALIZED TRAININGS

- Dates (from – to)

DATES	NAME OF THE PROJECT	Programme	TOWN AND COUNTRY
13-18 April 2007	“Young eco-heroes”	Youth in Action	Ankara, Turkey
5-8 August 2007	“Youth work in Rural areas”	Youth in Action	Istanbul, Turkey
November 2007	SOHO	Youth in Action	Dublin, Ireland
8-14 May 2008	Youthpass	Youth in Action	Chiflik, Bulgaria
November 2008	European Citizenship	Youth in Action	Reykjavik, Iceland
March 2009	Local action, global voice	Youth in Action	Edinburgh, Scotland
21-27 March 2010	Youth Unemployment	Youth in Action	Karlstad, Sweden
30 July -1 August 2010	Voluntary. REC	Youth in Action	Portugal, Lisbon
October 2011 – June 2012	TOT for Youth in Action	Salto run specialized course for trainers	1. Cardiff, Wales 2. Tongerlo,

			Belgium 3. Bulgaria
22-25 November 2012	ALF Forum preparatory meeting on Women	A preparatory meeting on women's issues across the Mediterranean	Casablanca, Morocco
4-7 April 2013	Anna Lindh Forum 2013	Anna Lindh Forum	Marseille, France
25-28 November 2014	"Seminar on young people in vulnerable situations"	EU-CoE youth partnership seminar	La Valletta, Malta
24-26 November 2015	"Towards Collaborative practice"	European Conference on Youth Work, Social Innovation, and Enterprise	Malmö, Sweden
30 May - 2 nd June 2016	"(Un)Equal Europe-? Responses from the youth sector"	EU-CoE youth partnership symposium	Budapest, Hungary
24-26 October 2016	Anna Lindh Forum 2016	Anna Lindh Forum	Valetta, Malta
19-26 April 2017	"Fostering intercultural dialogue"	Erasmus+ TC	Limassol, Cyprus
11-19 April 2018	"Step forward interreligious dialogue"	Erasmus+ TC	Limassol, Cyprus
3-9 May 2019	YOLO-Youth Online learning opportunities	Erasmus+- Seminar1	Durres, Albania
28 August-6 September 2019	YOLO-Youth Online learning opportunities	Erasmus+- Seminar1	Vrnjacka Banja, Serbia

- Name and type of organization providing education and training

- Principal subjects/occupational skills covered

- Dates (from – to)
- Name and type of organization providing education and training

- Principal subjects/occupational skills covered

- Dates (from – to)
- Name and type of organization providing education and training

- Principal subjects/occupational

"Erasmus+" Programme
SALTO training courses

I have taken part in various training courses, seminars and projects helping me develop myself as a youth worker and trainer in the field of non-formal education.

27 October 2008 – 1st November 2008

Study visit in the European youth platforms in Brussels – under an "Open Society" Institute project for the participation of the NGOs in the EU decision making process

Working meetings with DG "Youth", "Euro Child", "Euro-Net", "Eurodesk" and "European Youth Forum" to understand the EU youth policy making process and influence of youth NGOs on the decision making process.

May 2006- June 2006 – internship in the City of Winchester, Virginia, the USA

Foundation for local governmental reform (FLGR) and International City Management Association (ICMA)

Local economic development – I was job shadowing the work of the local department dealing with development projects

skills covered

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered

July 2005- March 2006

Ministry of Foreign Affairs, Bulgaria
Ministry of Foreign Affairs, Denmark

Training on EU issues:

1. Introductory seminar “ EU basics” for the “TEAM EUROPE – Bulgaria” members
2. “ EU Law and EU Legal System”
3. “Key European Policies”
4. “Presentation Skills”
5. “Regional Policy”
6. “Internal Market”
7. “Finances and Budget System of the EU”
8. “Bulgaria and the European Union”
9. “ Presentation Skills and End seminar for the “Team Europe – Bulgaria” members

- Title of qualification awarded
- Level in national classification

Team Europe - Bulgaria Member

Qualification training

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered

January 2005-December 2005

Foundation for Local Governmental Reform(FLGR),Bulgaria
International City Management Association (ICMA), USA

Local Economic Development- Training under the program:

1. “Local economic development basics”
2. “Financing the Local economic development”
3. “Establishing Consultative Boards for Economic Development”
4. “Methodology for the development ofMunicipal plans for regional development”
5. Investment forum “ Municipalities in support of local business”
6. “Designing, development and marketing of industrial parks”
7. “Reconstruction and marketing of problematic buildings and sites
8. “Public-Private Partnerships”

- Title of qualification awarded
- Level in national classification

Certified Local Economic Development Specialist

Qualification training

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered

February 2005- March 2005 – in England

National Association of the Municipalities in the Republic of Bulgaria(NAMRB) ,Bulgaria
Local Government International Bureau(LGIB), Great Britain
“Absorption of EU Structural Funds”

<ul style="list-style-type: none"> • Title of qualification awarded • Level in national classification 	<p>Expert in EU issues</p> <p>Practical training where we job shadowed the work of the city’s project development department</p>
<p>PERSONAL SKILLS AND COMPETENCES</p>	
<p>MOTHER TONGUE OTHER LANGUAGES</p>	<p>Bulgarian</p>
<ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	<p>English excellent excellent excellent</p>
<p>SOCIAL SKILLS AND COMPETENCES</p>	<p>I am a responsible, enthusiastic, time-efficient and reliable type of a person who works well both individually and in a team. I am always ready to share ideas, expertise and best practices. I love working with people from different cultures, religions and ethnic belonging because of the possibility for intercultural dialogue and lifelong learning. From the many international trainings I have attended as a participant or a trainer I have learned to be tolerant, open-minded, ready to facilitate discussions and carry our risk management.</p>
<p>ORGANISATIONAL SKILLS AND COMPETENCES</p>	<p>As an executive director I have good organizational skills, trying to include youth as much as possible in community development process. I am a diligent, disciplined and motivated youth worker. Besides, I am the one who keeps relations with all the key stakeholders for our NGO work – such as local authorities, media, business people, people from funding institutions.</p> <p>Moreover, together with our financially responsible person I carry out the project application and reporting being the contact person for any further clarifications the funding body might need.</p>
<p>TECHNICAL SKILLS AND COMPETENCES</p>	<p>Excellent Computer skills, knowledge and use of new digital tools- Word, Windows XP, Excel, Internet, Power Point, Zoom, Google Pack, Trello, Slack, SurveyMonkey, Mentimeter, Kahoot etc.</p> <p>Operating office equipment- faxes, printers, scanners, copiers etc.</p>
<p>ARTISTIC SKILLS AND COMPETENCES</p>	<p>I don’t consider myself an artist but I have a “bag” full of interesting non-formal education methods, energizers, role games, ice-breakers, case studies which I use in our non-formal youth projects.</p>
<p>DRIVING LICENCE(S)</p>	<p>Yes-Category B</p>
<p>ADDITIONAL INFORMATION ANNEXES</p>	<p>None List of training course I have lead as a trainer</p>

ANNEX 1 LIST OF TRAINING COURSE I HAVE LEAD AS A TRAINER

№	Date	Activity	Place	Number of participants	My role
1	2-7 October 2007	“Young Eco-heroes in Action” -YiA	Karlovo, Bulgaria	25	main trainer+organiser
2	30 May-6 June 2008	“Let’s save young people from traffic war!”- YiA	Karlovo, Bulgaria	36	main trainer+organiser
3	4-10 March 2009	“Young Women Fighting Stereotypes”-YiA	Karlovo, Bulgaria	30	main trainer+organiser
4	7-11 July 2009	„Fostering human rights and gender equality in youth work” – a EYF Category A Seminar	Karlovo, Bulgaria	22	main trainer+organiser
5	7-13 December 2009	„ Youth Entrepreneurship and Creativity”	Karlovo, Bulgaria	36	main trainer+organiser
6	March 2010	„Together we can make the change” a national youth forum	Karlovo, Bulgaria	30	main trainer+organiser
7	12-20 October 2010	„Say “NO!” to dependencies and “Yes!” to healthy life and sport!”	Karlovo, Bulgaria	36	main trainer+organiser
8	18-26 June 2011	„Better skills for better chances of employment”	Karlovo, Bulgaria	36	main trainer+organiser
9	2-9 March 2012	“Bridge between Generations”	Karlovo, Bulgaria	36	main trainer+organiser
10	8-15 September 2013	“Young European entrepreneurs and citizens, where are you?”	Karlovo, Bulgaria	36	main trainer+organiser
11	25-29 September 2010	“Working together for the development of employability skills”	Lebork, Poland	24	Trainer in a team of three international trainers
12	27 April -3 May 2012	“Combating youth violence. Education. ... Inspiration. ... Action!”	Manchester, England	22	Trainer in a team of four international trainers
13	21-27 July 2012	“Godzilla Job Hunting Strategies”	Velenca, Hungary	24	Trainer in a team of three international trainers
14	1-3 November 2012	“Be Fit” – youth motivational training	Tryavna, Bulgaria TCP training	20	Trainer in a team of two NA pool of trainers
15	20-24 February 2013	“Step into my shoes” – seminar for those working with socially excluded young people	Sofia, Bulgaria TCP training	20	Trainer in a team of two NA pool of trainers
16	March 2013	«Hitch-hiker’s Guide to Youth Work’	Plovdiv, Bulgaria – TCP training	27	Trainer in a team of two NA pool of trainers
17	9-15 June 2013	“LICK (language content integrated kit) for those working with migrants”	Leeds, England	28	Trainer in a team of two international trainers
18	2-9 August 2013	“Janus” – British Council’s evaluation seminar of the “Youth in Action” Programme	London, England	100	Co-facilitator in a team of seven international trainers
19	29 September –05 October 2013	“LICK- capacity building for those working with migrants”	York, England	29	Trainer in a team of two international trainers

20	20-26 October 2013	“LICK-capacity building in Employability and Entrepreneurship”	York, England	28	Trainer in a team of two international trainers
21	1-3 November 2013	“Be Fit!” a TCP training course	Byala Slatina, Bulgaria TCP training	30	Trainer in a team of two NA pool of trainers
22	17-23 November 2013	“LICK-capacity building in Employability and Entrepreneurship”	York, England	30	Trainer in a team of two international trainers
23	12-18. January 014	“LICK-capacity building for those working with Socially Excluded”	York, England	30	Trainer in a team of two international trainers
24	28-30 May 2014	“The Future of EU cooperation in the filed of youth”	Ljubljana, Slovenia	30	Trainer in a team of two international trainers
25	27 Sept–4Oct 2014	“Social inclusion of rural youth through sport”	Karlovo, Bulgaria	36	Main trainer for a local youth NGO’s project
26	19-26 October 2014	“Social Inclusion+No Socially Excluded Young People in the new “Erasmus+” Programme”	Karlovo, Bulgaria	42	Main trainer+organiser
27	12-14 December 2014	“Young people don’t want to be unemployed!” – a national youth forum for 40 youth workers+ 10 experts	Karlovo, Bulgaria	50	Main facilitator+organiser
28	26 February–4 th March 2015	“LICK-capacity building for those working with Socially Excluded”	Vinica, Macedonia	30	Trainer in a team of two international trainers
29	27-29 March 2015	Active Rural Youth	Karlovo, Bulgaria	40	Main Trainer+facilitator
30	25 th October-1 st November 2015	“Health is Wealth”	Karlovo, Bulgaria	36	Main trainer+organiser
31	17-22 October 2016	“Know your roots”	Karlovo, Bulgaria	36	Main trainer and facilitator
32	12-15 May 2017	“SWITCH OFF Aggression and Hate Speech, SWITCH ON Tolerance and Mutual Understanding!”	Hissarya, Bulgaria	28	Main trainer
33	19-22 October 2017	“Legacy of Inclusion”	Bansko, Bulgaria	24	Main trainer

34	1-4 November 2018	“HUG ME – Human Rights Education for better Understanding Gender and Gender Based Violence”	Hissarya, Bulgaria	28	Main trainer+organiser
35	14-21 July 2019	“Never Again!”	Karlovo, Bulgaria	30	Main trainer+organiser
36	January-December 2019	“Young Digital Leaders”	Karlovo, Bulgaria	450 young people, 50 parents and 150 teachers	Main trainer and organiser
37	1-4 November 2019	“IDEAL Tolerant Youth”- Interreligious dialogue training course	Hissarya, Bulgaria	28	Main trainer+organiser
38	15-17 July 2020	“IDEAL Tolerant World”	Anevo, Bulgaria	26	Main trainer+organiser
39	8-11 September 2020	“RANSOM-Roses Are Not the Same Opposing the Media”	Anevo, Bulgaria	28	Main trainer+organiser
40	24-27 April 2021	“Rose Valley Angels” – active citizenship and volunteering for rural youth	Karavelovo, Bulgaria	20	Main trainer+organiser
41	4-7 June 2021	“YES -Young Environmental Saviors”	Yamna, Bulgaria	28	Main trainer+organiser
42	19-26 July 2021	“Rural Youth Refuse to Lose”	Karlovo, Bulgaria	35	Main trainer+organiser
43	16-23 August 2021	“Building the Young Digital Leaders of the Future”	Karlovo, Bulgaria	33	Main trainer+organiser
44	19-22 April 2022	“ Building the Young Environmental Saviors”	Dubova, Romania	24	Main trainer+organiser
45	15-18 June 2022	“Youth Participation Matters”	Hissarya, Bulgaria	25	Support trainer+organiser
46	23-26 June 2022	“ Building the Young Environmental Saviors”	Litochoro, Greece	24	Main trainer

47	12-15 July 2022	“Empowering YOUth to Lead”	Karavelovo, Bulgaria	28	Main trainer+organiser
48	11-14 August 2022	“ Building the Young Environmental Saviors”	Karlovo, Bulgaria	24	Main trainer+organiser
49	22-29 August 2022	“Clean Waters for our Planet”	Leptokarya, Greece	24	Main trainer
50	22-25 September 2022	“ Building the Young Environmental Saviors”	Vrnjacka Banja, Serbia	24	Main trainer+organiser
51	20-23 October 2022	“ Building the Young Environmental Saviors”	Limassol, Cyprus	24	Main trainer