

KATERINA STOYANOVA

Female | Date of birth: 21 June 1983 | Bulgarian

CONTACT

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Sofia 1606, Bulgaria

EDUCATION

Master in Middle East Studies

**Sofia University "St. Kliment
Ohridski"**
Sofia, Bulgaria 2020 -ongoing

Master in Social Work with Refugees and Migrants

**Sofia University "St. Kliment
Ohridski"**
Sofia, Bulgaria 2019 -2020

Batchelor in International Relations

**University of National and World
Economy .**
Sofia, Bulgaria 2001-2007

Graduate of the National Program "Governing Skills"

**Bulgarian
School of Politics "Dimitry Panitza"**
Sofia, Bulgaria 2023

EXPERTISE

- NGO governance and representation
- Teams coordination
- Project coordination (application, implementation, monitoring, evaluation and reporting)
- Trainings and Educational programmes design and implementation

Community organiser with a strong academic and practical background in human rights, forced migration, social work and non-formal education.

Passionate about trainings, supporting the concept of life-long learning, always ready to take the extra mile and stand behind a just cause.

Work Experience

March 2012-Ongoing
CVS-Bulgaria(branch of SCI International), Sofia
(Bulgaria)

Steering Board Chairperson and Project manager

- presiding over the Steering Board and officially representing the organisation at national and international level; responsible for the communication with the International Secretariat and the International Executive Committee of SCI International
- responsible for the communication with donors, partners and national authorities
- overseeing the representation of the organisation in local and international networks and coalitions
- overseeing the representation of the organisation in media (radio, television and social media)
- participating as a delegate in the annual International Committee meetings of SCI International and voting on behalf of CVS-Bulgaria
- approving the internal procedures in the organisation and their updates, according to the guidelines of SCI international and inline with the national legislation
- responsible for the recruitment, training and supporting the work of the staff and the volunteers of the organisation
- overseeing the programs and projects of the organisation, monitoring the implementation and approving the reports prior to finalisation and submitting to donors
- working closely with the accountant on supervising the financial reports of the organisation, following the financial policies of the organisation and the regulations of the national legislation.

May 2011-December 2016
Translation Market LTD (Stara Zagora, Bulgaria)
Service Delivery Manager

- Management of accounts - setting of the account, creating procedures, monitoring and guiding the work of the project managers on the account; monitoring the invoice procedure and target adherence.
- Dealing with new business partners requests and maintaining the already existing partnerships.

TOPICS OF INTEREST

- activism
- volunteer management
- peace and democracy
- conflict transformation and non-violent communication
- human right, including women rights and empowerment
- forced migration and refugees
- diversity and inclusion
- youth leadership
- community organising
- remembrance and history

LANGUAGE SKILLS

Bulgarian – mother tongue

English – C2 Russian – C1

Spanish – B2 Arabic, Farsi – A1

COMPUTER SKILLS

Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher, Access, Teams) / Google Drive; Content Management Systems (WordPress); Email Marketing (MailChimp); Photo and Video Editing Software (Adobe, iMovie, Canva) / Social Media / Zoom /

REFERENCE

Dilyana Gyurova

Steering Board Member / CVS-Bulgaria

Director / Vocational Training Center St. Methodius

Phone: +359 889 15 23 80

Email: diki_gyurova@yahoo.com

Kerry Hargadon

Project Officer / SCI

Phone: +3232265727

Email: programmes@sci.ngo

March 2009–November 2010
c3i Europe LTD (Sofia, Bulgaria)

Helpesk Analyst II

- Organising and utilising all support resources provided, including emails, documentation, contact lists, etc.
- Providing comprehensive technical support services to support center customers in English, Spanish and Russian
- Creating and submitting detailed documenting of customer interactions and updating customer profile information as needed.

June 2007– April 2009

Applied Language Solutions LTD (Sofia, Bulgaria) Senior Project Account Manager

- Management of accounts (major accounts: Avaya, Panduit, Farnell, Research in Motion, Vocus, Europe, NIKE, Google, etc.)- setting of the account, creating procedures, monitoring and guiding the work of the project managers on the account; evaluating the work on the account
- Managing of translation projects with a team of registered freelance translators all over the world
- Finding and assigning a suitable translator/s for current projects
- Ensuring that translators' costs are commercially viable for the project
- Ensuring the client receives the completed project within the given deadline
- Invoicing the projects
- Dealing with new business partners requests and maintaining the already existing partnerships.

July 2006– June 2007

Nexys LTD – Up2technology, Sofia, Sofia (Bulgaria) Office administrator and Project coordinator

- Helping web-designer's team, project coordinating, content writing, and technical documentation writing
- Organizing the daily routine in the office, dealing with payments, dealing with accountants.

Networks and Memberships

- Training pool of the Development Center for Human Resources (HRDC), Sofia/Bulgaria (trainer)
- Vocational Training Center St. Methodius, Sofia/Bulgaria (trainer)
- CVS-Bulgaria (full member)

Publications

- Research on Right extremism in Bulgaria:
<http://citizensbeyondwalls.org/research/>
- Publication on WWI:
https://issuu.com/sciint/docs/memoric_booklet
- Integration in action – cultural, social and civic orientation of asylum seekers and beneficiaries of international protection, 2019