

European Curriculum Vitae



Personal information

Surname(s) / First name(s) **CHILEVA, Goritsa Petrova**
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Nationality Bulgarian

WORK/TEACHING EXPERIENCE

Dates	January 2001 - onwards
Occupation or position held	1) Administrative assistant / Office manager 2) Monitoring & Reporting Financial Manager 3) Senior Expert 4) Chief Expert 5) State Expert (current position)
Main activities and responsibilities	1) - Registration & distribution of mail/invoices, Ordering and stock control of office supplies - Day-to-day translation Bulgarian / English / Bulgarian - Providing for meetings, seminars, trainings; General correspondence, Telephone switchboard - Preparing requests for payments (petty cash), Tracking of funds availabilities 2) - Preparation of Financial Reports, Requests for Funds, Commitment & Disbursement forecasts - Checking availability of funds; Replenishment of bank accounts, Provision of financial data for external partners, Performing monthly check-ups & reconciliations of all financial operations - Maintenance of EC reporting system - Perseus and reconciliation with Accounting software 3-5) - Supervising and co-ordinating function within the Financial Department and Secretariat, Monitoring of invoices processing and payment; Approval/Endorsement for execution of payments - 2 nd signatory on payment orders; Updating Checklists; - Representing CFCU on meetings with the EC Delegation, National Fund, Ministries, National Audit Office, Internal auditors, etc.; maintaining internal communication within CFCU to ensure strict segregation of duties among the departments - Preparation of Final Declarations of expenditure and Declarations on Closure of programmes; approval of data for EC in Brussels; - all in number 2) above.
Name and address of employer	"G. S. Rakovski" Str. 102, Ministry of Finance, CFCU, Sofia, 1000, Bulgaria
Type of business or sector	Finance, Projects under Phare programme
Dates	October 1998 - onwards
Occupation or position held	1) Part-time Assistant Professor; 2) Assistant, 3) Senior Assistant (current position)
Main activities and responsibilities	- Development of seminars in Micro and Macroeconomics – beginning and intermediate courses, Close participation in preparation of lecture materials (for visiting American professors or Bulgarian ones); Preparation of programmes - Supervising essay writing; Examination of students; Writing reviews for master theses of graduating students, Participation in entrance exams for new students
Name and address of employer	125 Tzarigradsko chaussee blvd., bl. 3, Sofia University "St. Kliment Ohridski", Faculty of Economics & Business Administration, Sofia 1113, Bulgaria
Type of business or sector	Education, Economics
Dates	July – September 2000
Occupation or position held	Administrative assistant/Secretary (temporary replacement position)
Main activities and responsibilities	- Telephone switchboard; General correspondence; Office logistics - Translations of BG legislation in English; Stock control of office supplies
Name and address of employer	USAID, Capital Markets Project, Sofia, Bulgaria
Type of business or sector	Capital markets, laws and regulations

Dates	November 1998 – May 1999; July – September 1999
Occupation or position held	Translator English – Bulgarian - English
Main activities and responsibilities	Translation of books and textbooks
Name and address of employer	Sofia University, FEBA; “Parallax” Publishing House - Sofia, Bulgaria
Type of business or sector	English language, Education
Dates	May – September 1998
Occupation or position held	Cashier; Shift’s Manager
Main activities and responsibilities	Cash operations and reconciliations; Order of daily supplies; Supervision of the shift
Name and address of employer	“Vosnakis” Confectionery, Sofia, Bulgaria
Type of business or sector	Trade, Finance

Education and training

Dates	March – June 2006, September – November 2007
Title of qualification awarded	Certificates (Level A1)
Principal subjects covered	Spanish language
Organisation providing education	Language school “Astra”; Schools for foreign languages “Europe”
Dates	October 2004 – June 2005
Title of qualification awarded	Certificates (Level A)
Principal subjects/occupational skills covered	Principles of Financial Accounting; Quantitative Methods; Cost Accounting; Corporate Finance – part I and II.
Organisation providing education	eFLAG Consortium, The University of Delaware, distant learning
Dates	October 1999 – July 2000
Title of qualification awarded	Master in Banking & Finance (GPA Excellent 5.86 – 6 is the highest grade)
Principal subjects/occupational skills covered	Project Financing, Investments Management, National and International Accounting Standards, Econometric Methods and Models, Econometric Models of Foreign Exchange Markets, Commercial Banking, Financial Programming I and II, Industrial Organization, Game Theory, others
Organisation providing education	Sofia University “St. Kliment Ohridski”, Faculty of Economics and Business Administration
Dates	October 1995 – July 1999
Title of qualification awarded	Bachelor’s degree in Economics (GPA Excellent 5.76), Minor: English Philology (GPA Excellent 5.67)
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> - Microeconomics, Macroeconomics, Labour Economics, International economics - Mathematical Economics, Informatics, Mathematics I and II, Quantitative Methods in Economics Analysis, Statistics, Econometrics, Forecasting and Planning - Money, Banking & Financial Markets, Public Finance, Corporate Finance, Accounting Theory, Accounting of the Firm, Management, Marketing, Business Communications - Civil law, Trade law, Banking law, Tax law - Practical English, Morphosyntax, English and American Literature, Methodology in Foreign Language Teaching, English – Economics, Finance and Banking, Legal English
Organisation providing education	Sofia University “St. Kliment Ohridski”, Faculty of Economics and Business Administration
Dates	September 1990 – June 1995
Title of qualification awarded	Diploma (GPA: Excellent 6.00); Certificate for Professional qualification „English teacher”
Organisation providing education	English Language High School “Akad. L. Stoyanov”, Blagoevgrad, Bulgaria

Personal skills and competences

Mother tongue

Bulgarian

Other language(s)

Self-assessment

European level (*)

English

Spanish

Russian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C2	Proficient user
A2	Basic user	B1	Independent user	A2	Basic user	A2	Basic user	A2	Basic user
B1	Independent user	B1	Independent user	A2	Basic user	A2	Basic user	A2	Basic user

(*) *Common European Framework of Reference for Languages*

Social skills and competences

- Team work: I have worked in a team of many different people – office of 45 people or teaching 100 students each year. I have a high participation rate of students in classes which is also indicating how other people acknowledge my skills and competences.
- Intercultural skills: I'm used to working with foreigners (English speakers) both in my profession as a Financial manager and also as an assistant professor to foreign teachers

Organisational skills and competences

- Leadership - at times I have to supervise the work of about 15 other Financial experts
- Time management - I'm responsible for a lot of different activities and in order to meet the deadlines I need to have high organizational skills and ability to work under pressure
- Sense of organization – as an administrative assistant I was responsible for all office logistics
- Teaching – every week I have to organize 3-hours seminars in economics at the University

Computer skills and competences

- Good command of Microsoft Office tools (Word, Excel, Power point, Outlook), Windows 2000/XP
- Internet Explorer, EU reporting software (Perseus), Legal software (Apis, Ciela...)
- cyrillic keyboard (BDS)

Other skills and competences

- Experience in the public administration
- Excellent familiarity with EU manuals: Practical Guide to contract procedures for EC external actions, Twinning manual, User's guide for framework contracts
- Finance, budgeting, disbursement forecasts, reporting and monitoring

Driving licence

Category B

Additional information

Publications:

1. New forms of banking. E-commerce. – Collection of FEBA, 2 edition, Sofia 2003, 43-55.