

EUROPEAN CURRICULUM VITAE FORMAT



PERSONAL INFORMATION

Name

OLYMPIA YORDANOVA VEDAR-VELICHKOVA

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Nationality

BULGARIAN

WORK/TEACHING EXPERIENCE

- Dates (from – to)
- Name and address of employer

since 1995

SOFIA UNIVERSITY "ST. KLIMENT OHRIDSKI"
FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION
125 Tzarigradsko shaussee blvd., bl. 3, Sofia 1113, Bulgaria

Lecturer; Scholarly secretary of the Department "Business administration"
Chief Assistant Professor

- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

Lecturer – conducting seminars and lectures on "Management basis" and "Human Resources Management" courses, conducting exams, supervising graduation papers, etc.
Scholarly secretary – administrative-organizational duties – educational programs and plans, department archive, PhD issues, coordination of the educational practice, etc.

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

1991 - 1995

Sofia University, Free Faculty

Lecturer

1991 – 1994 – assistant; 1994 – 1995 – senior assistant

Conducting seminars on "Management basis"; conducting exams, supervising graduation papers, etc.

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

1984 - 1989

Scientific and Research Institute of "Montagi"

Research and implementation of automated management systems

Researcher

Research and implementation of automated management systems in "Montagi" DSO; employees education, data base processing, etc.

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

1979 - 1980

Sofia University, Faculty of Chemistry

Administration

Secretary/Type-writer

Preparation, printing and duplication of documentation in the Dean's office

EDUCATION AND TRAINING

- Dates (from – to) 1989 - 1991
 - Name and type of organization providing education and training University of National and World Economy, Department of Labour and Social Defence
 - Principal subjects/occupational skills covered Management and Labour Organization in Management
 - Title of qualification awarded PhD student
 - Level in national classification (if appropriate) Not finished – stricken off with right to defend paper
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- Dates (from – to) 1980 - 1984
 - Name and type of organization providing education and training University of National and World Economy, Department of Management and Planning of the National Economy
 - Principal subjects/occupational skills covered Management and Planning of the National Economy
 - Title of qualification awarded Economist
 - Level in national classification (if appropriate) Magister of Economics
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- Dates (from – to) 1975 - 1979
 - Name and type of organization providing education and training 29th Secondary School “Georgi Bakalov” (at present – “Kuzman Shapkarov”)
 - Principal subjects/occupational skills covered English Language Education under the programs of the English Language Schools
 - Title of qualification awarded Secondary School Education
 - Level in national classification (if appropriate) Secondary School Diploma

ADDITIONAL QUALIFICATIONS AND SPECIALIZATIONS

- Dates (from – to) 1976 - 1979
 - Name and type of organization providing education and training 29th Secondary School “Georgi Bakalov” (at present – “Kuzman Shapkarov”)
 - Principal subjects/occupational skills covered Type writing, Stenography, Correspondence
 - Title of qualification awarded Type writer – II degree, Stenography – III degree
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- Dates (from – to) 1991
 - Name and type of organization providing education and training Sofia University, Free Faculty
 - Principal subjects/occupational skills covered Computer, Word, Excel, Webmail, Internet
 - Title of qualification awarded
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- Dates (from – to) 1993
 - Name and type of organization providing education and training Erasmus University – Rotterdam, Holland
 - Principal subjects/occupational skills covered "Training of trainers" for Masters Program in Economics and Management
 - Title of qualification awarded Key qualifications: General Management, Labour Organisation and Time Management
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- Dates (from – to) 2001

- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

Athens State University of Economics – Athens, Greece

"Training of trainers" for Masters Program in Economics and Management
 Key qualifications: Labour Organisation and Time Management, Personnel Management, Job analysis – preparation of job descriptions

PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

Mother tongue

Bulgarian

Other languages

- Reading skills
- Writing skills
- Verbal skills

English
 Very good
 Middle
 Good

- Reading skills
- Writing skills
- Verbal skills

Russian
 Excellent
 Good
 Very Good

SOCIAL SKILLS AND COMPETENCES

Good communication skills, tolerance, empathy, good team player, organizational skills, conflict management, conducting correspondence, etc.

ORGANISATIONAL SKILLS AND COMPETENCES

Coordination, organization of joined activities, delegation of functions and duties, mobility, creativity, determination, conducting official correspondence, archive maintaining, etc.

TECHNICAL SKILLS AND COMPETENCES

Computer literacy – MS Office, Internet

ARTISTIC SKILLS AND COMPETENCES

No

OTHER SKILLS AND COMPETENCES

Abilities to work under stress and tension, good time management skills

DRIVING LICENCE(S)

No

ADDITIONAL INFORMATION

Marital status – married
 Husband- Yulian Velichkov, Managing director of TERS “Moshino” OOD, Pernik
 Children
 Yulian 22 years old – bachelor in Economics, student in Master’s program “Accounting and control”,
 Stefan 21 years old – student in International Economic Relations
 Petyo 18 years old – student in Economics

ANNEXES: Annex 1 - List of publications
Annex 2 – Teaching experience

September 2008

LIST OF PUBLICATIONS

1. 2008 г. – “300 Questions, 3000 Answers. Guide for preparing for interview”, second edition, publ. Sofia University – ISBN 954-07-2109-1 (under print)
2. 2007 г. – Human Resource Management – textbook for seminars, second edition., publ. Sofia University – ISBN 978 954 07 26 069
3. 2005 г. – Human Resource Management – textbook for seminars, publ. Sofia University – ISBN 954-9399-02-8
4. 2005 г. – Contemporary Management Education under the View of a Management Teacher – Report – International Conference “Contemporary education in Economics and Management” – IBS, Botevgrad
5. 2005 г. – Evaluation, Attestation and Career Development of the Staff – p. “Human Resource”, 1/2005, 2/2005 and 3/2005
6. 2004 г. – “300 Questions, 3000 Answers. Guide for preparing for interview”, publ. Sofia University – ISBN 954-07-2109-1
7. 2001 г. – General Management – textbook for the students in STEM-college, Botevgrad – ISBN 954-90836-8-3
8. 2000 г. – Management and Time – Report – International Conference “Human Resource Management – Important Factor for European Integration” – BHRMDA, Varna
9. 1999 г. – Human Resource Management of the Nonprofit Organizations – for Distance Learning – teamwork, Tz. Davidkov, O. Vedar
10. 1998 г. – Human Resource Management – methodical teaching materials for teachers in Secondary schools – collective work A. Bunkova, Tz. Davidkov, Z. Mircheva, O, Vedar
11. 1996 г. – Human Resource Management - textbook for the students in Private Secondary School "Ivan Apostolov"
12. 1996 г. – Labour Organization of the Manager - Work Place and Labour Protection for Managers - p. "Economics", 7/1996
13. 1996 г. – Labour Organization of the Manager - Allocation of Functions and Duties, Distribution and Planning out Manager's Time - p. "Economics", 6/1996
14. 1995 г. – Education for leaders - yesterday, today, tomorrow. - Report - Youth Scientific Group "Modern Society" - Strelcha
15. 1994 г. – “Management” – textbook for the students of STEM-college, Botevgrad – collective work – my parts: “Delegation”, “Elements of the Labour Organization. Labour Organization of the Manager”, “Leaders and Leadership”
16. 1993 г. – “Management” – textbook for the students of Free Faculty, Sofia University – collective work – my parts: “Delegation”, “Elements of the Labour Organization. Labour Organization of the Manager”, “Leaders and Leadership”

TEACHING EXPERIENCE

Since 1997 – Sofia University “St. Kliment Ohridsky”, Faculty of Economics and Business Administration, Business Administration Department – lectures on “Human Resources Management” for the Business administration bachelor program and for the Business administration master’s program for non-specialist

Note– since 2006 the course for some of the Master’s programs has been changed. At present it is called “Human Resources Management and Organizational Behavior” and is being conducted in a team

Since 2000 — Sofia University “St. Kliment Ohridsky”, Center for Educational Services – lectures on “Personnel Management” for the “Management of the Company” program

1995 – 2004 – Sofia University “St. Kliment Ohridsky”, Faculty of Economics and Business Administration, Business Administration Department – seminars on „Management” for the Business administration bachelor program and Economics bachelor program

1991 – 1994 – Sofia University “St. Kliment Ohridsky”, Free Faculty, Organization and management Department – seminars on “Management” for the Management program

1995 – 1997 – Professional High School for Business and Management “Prof. Ivan Apostolov” – Sofia – “Management” and “Personnel Management” courses

1994 – 1999 – Professional Business School – Vratsa - “Management” and “Personnel Management”

1993 – 1996 – Bulgarian – Danish colleague STEM (at present High International Business School) – Botevgrad – lectures and seminars on “Management” courses

Episodic lectures and cycles of lectures in:

“Fitingi”-Montana factory – training of supervisors

“Management” voluntarily course in the Secondary schools in Sofia, organized by “Transbusiness-E” EOOD

Courses for additional economic and management qualification, Ministry of Trade and Services

Courses for additional management qualification for non-profit organizations, organized by the Association of the Bulgarian Foundation and the Free Faculty, Sofia University

Courses for additional human resources management, organized by the Bulgarian Industrial Association – for Roma people and unemployed