

PERSONAL INFORMATION

Hristina Stefanova



1797, University of Forestry, Kl. Ohridski Blvd 10, Sofia

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Sex Female Date of birth 12/10/1973 | Nationality Bulgarian

WORK EXPERIENCE

09.2012 – to present

Secretary in Department of Ecology, Protection and Remediation of Environment

University of Forestry, 10 Kl. Ohridski Blvd., Sofia - 1797, <http://www.ltu.bg/>

- Organizer of the technical training in the teaching process.
- Administrative work associated with the processing of documents in the department "Ecology, Protection and Remediation of Environment".
- Communicates and the links between various administrative and organizational structures in the University of Forestry.
- Performs organizational relationships between lectors and students from the university.

Business or sector: administrative and organizational activities

06.2011 - 09.2012

Forestry Engineer

State Company - Northwest state enterprise Territorial division of the state forestry "Godech"

3 Svoboda Sq., Godech, Bulgaria, <http://www.dgs-godech.szdp.bg/>

- Administrative work related to the preparation of tender documents; organize the implementation of silvicultural and forestry activities; working with companies and private forest owners.

Business or sector: administrative and organizational activities

2006 - 06.2011

Forestry Engineer

State Company - Northwest state enterprise Territorial division of the state forestry state forestry "Svoqe", 2 Zvanche St., Svoqe, Bulgaria, <http://www.dgs-svoqe.szdp.bg/index.html>

- Administrative work related to the preparation of tender documents; organize the implementation of silvicultural and forestry activities; working with companies and private forest owners.

Business or sector: administrative and organizational activities

EDUCATION AND TRAINING

2004 - 2006

Forestry Engineer, Master's degree

EQF Level 7

University of Forestry, Bulgaria

- Diploma series LTU - 2006, No 068 273, reg. No 13 659/13.06.2006

2000 - 2004

Bachelor's degree in Forestry

EQF Level 6

University of Forestry, Bulgaria

- Diploma series LTU - 2004, No 200894, reg. No 13133/2004

PERSONAL SKILLS

Mother tongue(s) Bulgarian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B2	B2
Russian	B2	B2	B2	B2	B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills good communication

Organisational / managerial skills good organizational job

Job-related skills good job in the process of coordinating the projects

Digital competence	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Proficient user	Independent user	Independent user	Basic user	Basic user

Levels: Basic user - Independent user -
[Digital competences - Self-assessment grid](#)

Other skills Participation in determining pH and preliminary preparation for chemical analysis
 ▪ over 1000 soil and 300 plant samples.

Driving licence B