

CURRICULUM VITAE



PERSONAL INFORMATION

Name **Borislava Lazarova Bitolska**
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Nationality Bulgarian
Date of birth 04.04.1985

WORK EXPERIENCE

- Dates (from – to) Sept. 2015 – Present
- Name and address of employer **Bulgarian Association of Business Angels**
• Type of business or sector Non for profit organization
• Occupation or position held Co-founder and member of board
• Main activities and responsibilities
 - Promote the establishment and development of a sustainable entrepreneurial ecosystem in the country
 - Develop entrepreneurial culture
 - Support initiatives aimed at creating their own businesses, providing financial support from business angels, institutions and companies
 - Provides opportunities for knowledge to entrepreneurs through training programs Promote and inform the public about the opportunities provided by the business angel investment system, both for entrepreneurs and for investors
 - Initiate proposals for legislative changes to support the development of Business Angels and entrepreneurial activity in the country
 - Maintain and inform all stakeholders about the latest trends and opportunities in the entrepreneurial ecosystem
- Dates (from – to) Sept. 2015 – Dec. 2015
- Name and address of employer **Edenred Bulgaria LTD**
• Type of business or sector Commerce, Production of food vouchers and gift cards
• Occupation or position held Customer services
• Main activities and responsibilities
 - Lead the implementation of project “Gift cards”
 - Technical support to users of gift cards
 - Tracking of order process
- Dates (from – to) Oct. 2009 – April 2013

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

VM Finance Group PLC

Commerce, Production of food vouchers

Project Manager

- Lead the planning and implementation of project
- Identify potential executers on specific projects, negotiate with them
- Prepare Pre-project fish, Defend Project, Project fish under "Policy for managing business projects"
- Facilitate the definition of project scope, goals and deliverables
- Define project tasks and resource requirements
- Plan and schedule project timelines
- Assemble and coordinate project staff
- Manage project budget and resource allocation
- Constantly monitor and report on progress of the project to all stakeholders
- Present reports defining project progress, problems and solutions
- Project evaluations and assessment of results
- Examine potential niche to the company in connection with development projects

- Dates (from – to)

Oct. 2009 – April 2013

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

VM Finance Group PLC

Commerce, Production of food vouchers

Administrative Manager

- Ensure participation of company in public procurement – coordination, preparation of all documents, synchronization
- Responsible for the implementation of quality systems in accordance with ISO 9001:2008 standard
- Manage internal audits in the company of the Quality Management System, according to international standard ISO 9001:2008
- Initiate, coordinate and monitor the implementation of systems, policies and procedures
- Monitor the implementation of tasks in the appropriate results of the whole team to improve performance
- Develops or manages the development of marketing materials
- Provides resource availability, monitor incoming and outgoing correspondence
- Submitting information for budget preparation

- Dates (from – to)

Oct. 2008 – Oct. 2009

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

Cheque Dejeuner Bulgaria

Commerce, Production of food vouchers

Commercial Assistant

- Performs trade reports and market studies
- Communicated to all staff orders, requests, decisions, etc. by

Management;

- Performs translation and interpretation;
- Prepare different presentations of the company
- Organize business meetings and makes reports of meetings

• Dates (from – to)

Oct. 2003 – Oct. 2008

• Name and address of employer

Eventis, A Team, Strata, Accent, Hot Spot Thomson, Smart Communications

• Type of business or sector

Marketing, PR

• Occupation or position held

Promoter, Hostess

• Main activities and responsibilities

Participation in promotions of various products and services

EDUCATION AND TRAINING

• Dates (from – to)

Sept. 2014 – June 2015

• Name and type of organization providing education and training

University of National and World Economy – Sofia

• Principal subjects/occupational skills covered

Business Analyses, Market Research, Marketing Audit, Joint Ventures, Project Management

• Title of qualification awarded

Master's degree "**Business Analyses and projects**"

• Dates (from – to)

Jan.2009 – Fev. 2011

• Name and type of organization providing education and training

University of National and World Economy – Sofia

• Principal subjects/occupational skills covered

Human Resource Management, Management, Corporate Communications, Public Relations, Business Communications

• Title of qualification awarded

Master's degree "**Business Communications**"

• Dates (from – to)

Sept 2004 - July 2008

• Name and type of organization providing education and training

University of National and World Economy – Sofia

• Principal subjects/occupational skills covered

International Economic Relations, International negotiations, Public International Law, Private International Law, Fundamentals of Management, European Union Law, micro-and macroeconomics, Human resources, International institutions and organizations, International disputes and conflicts.

• Title of qualification awarded

International Relations with advanced study of French and Russian. Bachelor's degree

• Dates (from – to)

Sept 1999 – May 2004

• Name and type of organization providing education and training

35 High School "Dobri Voynikov"

• Principal subjects/occupational skills covered

General subjects, French, English, Russian

• Title of qualification awarded

Secondary education

• Dates (from – to)

Dec. 2015 - Present

• Name and type of organization providing education and training

Snai Consult LTD (accounting and legal services)

• Principal subjects/occupational skills covered

Accounting training like Operative accountant

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

Jan 2009

Internal auditor of the Quality Management System, according to international standard ISO 9001:2008

Completed course for postgraduate training in Internal auditor of System quality management according to ISO 9001: 2000

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

Good Level

Good Level

Good Level

- Reading skills
- Writing skills
- Verbal skills

French

Excellent Level

Excellent Level

Excellent Level

SOCIAL SKILLS AND COMPETENCES

Team work, communication, concentration

ORGANIZATIONAL SKILL AND COMPETENCIES

Responsibility, organization

TECHNICAL SKILLS AND COMPETENCES

With computers, specific kinds of equipment, machinery, etc.

Microsoft Office (MS Word, MS Excel, MS Power Point), Internet, Outlook

DRIVING LICENCE(S)

Category B