

GALINA KOPCHEVA

CONTACT



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Sofia

TECHNICAL SKILLS

- MS Office Suite (Excel, Word, PowerPoint)
- WordPress Management
- SEO & Google Analytics
- Google Ads & Facebook Ads
- Figma, Photoshop, Canva
- Knowledge of GitHub for maintaining and reviewing documentation.

SOFT SKILLS

- Strong Communication & Interpersonal Skills
- Exceptional Organizational & Prioritization Abilities
- Analytical Thinking & Problem-Solving
- Independent & Collaborative Work Style
- Attention to Detail & Accuracy
- Quick Learner with a Commitment to Continuous Improvement

LANGUAGES

Bulgarian - native;

English - fluent (C1-C2)

Driving licence

PROFESSIONAL SUMMARY

- Experienced educator, writer, and entrepreneur with a proven track record of designing innovative English language programs, managing educational projects. Skilled in creating clear, concise content for diverse audiences, business communication, and digital marketing. Fluent in English, with strong organizational and communication skills.

WORK EXPERIENCE

Founder

Easy Way Suggestopedia Center

September 2012 - July 2024

- Managed the center's Wordpress site, creating and maintaining content for online campaigns.
- Authored media content, including blog posts, newspaper articles, email campaigns, and social media ads.
- Designed annual calendars, marketing strategies, and budgets for the learning center.
- Organized and managed educational events, including open days, presentations, and cultural activities.

Business English Instructor

Freelance | Various Financial Institutions

September 2009 - June 2012

- Taught business English courses at leading institutions, including ProCredit Bank, BNP Paribas, and CrediBul.
- Developed a "Best Student Competition" in partnership with Aurubis AD, promoting education in local schools.
- Created tailored learning materials to meet the specific needs of corporate clients.

Translator

August 2009 - August 2011

Sofia City Prosecutor's Office

- Translated high-priority legal documents between English and Bulgarian for the Sofia City Prosecutor's Office and European institutions.
- Completed translation projects in legal, medical, and technical fields, ensuring accuracy and confidentiality.

EDUCATION

Master's Degree in English Philology
St. Kliment Ohridsky University of Sofia

Professional Certifications

Digital Marketing (Google Ads, Facebook Ads), WordPress for Business, Google Analytics – Software University

ACCOMPLISHMENTS

- Authored an English Suggestopedia Textbook for Intermediate (B1) learners, complete with educational games and exercises.
- Successfully managed the entire educational lifecycle at Easy Way Suggestopedia Center, from course design to implementation and evaluation.