



## Nikoleta Koleva

Former Business Owner | Transitioning into Cybersecurity |  
Passionate about Technology, Risk Management & Digital  
Protection

### Contact Details

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📍 Bulgaria, Burgas

### Skills

- **Cybersecurity Foundations:** Risk management, security principles, threat identification, and network defense strategies (Google Cybersecurity Professional Certificate, Cisco CCNA)
- **IT Knowledge & Technical Aptitude:** Basic networking, computer systems, and operating systems (Windows, Linux)
- **SQL & Database Handling:** Querying data using SELECT, JOIN, WHERE statements; understanding relational databases
- **SOC operations,** response protocols, and log file analysis
- **Digital Literacy:** Proficient in Google Workspace, Microsoft Office, content creation tools (e.g., TikTok, WordPress), and web portfolio building (GitHub Pages)
- **Multilingual Communication:** Fluent in Bulgarian and English; experience in professional translation and customer service
- **Business & Management:** Former business owner and store manager; strong organizational and problem-solving skills under pressure
- **Research & Investigation:** Skilled in online research, digital footprint tracking, and data verification (used in personal legal cases and security investigations)
- **Adaptability & Learning Agility:** Successfully transitioning from commerce to IT through intensive self-study and certification programs

I am a highly adaptable and resilient professional who thrives under pressure. My strength lies in my abstract and strategic thinking, allowing me to find effective, optimized solutions through active critical reasoning. I'm passionate about reading academic research in medicine, sociology, technology, genetics, and more. I also write poetry as a form of creative expression.

### Work Experience

- Saleswoman

НИКЕ 2007 ЕООД • Full-time  
Sep 2013 - Sep 2015

- Freelance Translator

Bureau TranslationsBureau Translations  
Jun 2014 - May 2016

- Freelance Translator

Day Translations, Inc. • Freelance  
Jul 2014 - Jun 2016

- Saleswoman

ЕТ "Ко-Въ-Ди" Вълко Колев • Full-timeЕТ "Ко-Въ-Ди"  
Вълко Колев • Full-time  
Sep 2015 - Sep 2016

- Shop Manager

ЕТ "Ко-Въ-Ди" Вълко Колев • Full-timeЕТ "Ко-Въ-Ди"  
Вълко Колев • Full-time  
Sep 2016 - Dec 2023

- Business Owner

ЕТ "КО-ВЪ-ДИ" Вълко Колев - Николета Колева • Self-employedЕТ "КО-ВЪ-ДИ" Вълко Колев - Николета Колева • Self-employed  
Jan 2023 - Jan 2025

## Education

- High school of Natural Science and Mathematics " Academician Nikola Obreshkov"

High School DiplomaHigh School Diploma  
Sep 2009 - Sep 2013

Grade: 5.52 (A-)

- University 'Prof. Dr. Assen Zlatarov' - Burgas

Bachelor's degree, Organic chemistry technologiesBachelor's degree, Organic chemistry technologies

Sep 2005 - Jan 2007Sep 2005 - Jan 2007

Taken all exams from first year. I discontinued my education.

- Burgas Free University  
Bachelor of Engineering (B.Eng.), Computer Systems and TechnologiesBachelor of Engineering (B.Eng.), Computer Systems and Technologies

Grade: 5.64 (A)

- University 'Prof. Dr. Assen Zlatarov' – Burgas

Master's degree, Computer Software Technology/TechnicianMaster's degree, Computer Software Technology/Technician  
2014 - 20162014 - 2016

Grade: not graduatedGrade: not graduated

All exams are taken, haven't attended Master thesis' defence.

## Certificates

- Student Scientific Creativity review

Certificate

Burgas Free University

Center for Information and Technical Sciences

Certificate

3rd Place awarded to Nikoleta Koleva

at the 13th Student Scientific Creativity Review

March 15, 2012

BSU, Burgas

Dean: Prof. Dr. Dimitar Yotov

- Certificate of Merit

Burgas Free University

Center for Informatics and Technical Sciences

awarded to Nikoleta Valkova Koleva

Presented on the occasion of the 20th anniversary of the founding of Burgas Free University, for outstanding achievements in academic and research activities, and for contributing to the prestige of the Center for Informatics and Technical Sciences.

Dean

of the Center for Informatics and Technical Sciences:

/prof. Dr. D. Todorov/

- Certificate of excellence

Burgas Free University

On the occasion of the graduation of Class of 2013, the Academic Leadership of Burgas Free University awards Certificate of Excellence to Nikoleta Blagova Koleva for achieving high results in completing the educational qualification degree Bachelor in Computer Systems and Technologies and for demonstrated commitment to enhancing the authority of the academic community. With best wishes for successful professional realization.

December 5, 2013, Burgas

Rector: Prof. Dr. Vasil Yanakov

- Cisco Certified Network Associate Routing and Switching (CCNA)

Cisco Networking AcademyCisco Networking Academy

- Play It Safe: Manage Security Risks

United Latino Students AssociationUnited Latino Students Association

Issued Mar 2025

- EF SET English Certificate 73/100 (C2 Proficient)

EF SETEF SET Issued May 2025

Connect and Protect: Networks and Network Security

GoogleGoogleIssued May 2025

- Tools of the Trade: Linux and SQLGoogleGoogle

Issued Jul 2025

