NIKOLETA KOLEVA

LLM Evaluator · Prompt Designer · AI Data Quality Specialist

EDUCATION

BACHELOR'S DEGREE – COMPUTER SYSTEMS & TECHNOLOGIES
BURGAS FREE UNIVERSITY

2009-2013 (GPA: 5.64 / 6.00)

- CERTIFICATE
  3RD PLACE AT THE 13TH STUDENT SCIENTIFIC CREATIVITY REVIEW
  MARCH 15, 2012.
- CERTIFICATE OF MERIT
  AWARDED 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.
- CERTIFICATE OF EXCELLENCE
  ON THE OCCASION OF THE GRADUATION OF CLASS OF 2013
  THE ACADEMIC LEADERSHIP OF BURGAS FREE UNIVERSITY AWARDS
  CERTIFICATE OF EXCELLENCE
  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.

PROFESSIONAL EXPERIENCE

LLM Evaluator / AI Data Quality Reviewer

Remote | Contract
2025 – Present

- Evaluated LLM-generated responses for accuracy, reasoning quality, completeness, and alignment with task instructions.
- Compared and ranked multiple model outputs using defined quality rubrics.
- Identified hallucinations, logical errors, unsupported claims, and policy risks.
- Provided clear, structured written feedback used to improve model behavior.
- Performed multi-level classification and labeling tasks prior to evaluation when required.
- Maintained high consistency and accuracy across large task volumes.

PROFILE

LLM evaluation and prompt design specialist with background in structured reasoning, quality assurance, and human-in-the-loop AI training. Experienced in evaluating model outputs for correctness, reasoning depth, safety, and instruction adherence, as well as designing and refining prompts to test edge cases and reduce ambiguity. Known for precision, consistency, and high-quality written feedback in guideline-driven environments.

CONTACT

+359888876444

Portfolio
https://nikoletavk.github.io
LinkedIn
https://www.linkedin.com/in/nikoletakoleva86/
email
nikoleta_vk_BSU@yahoo.com

HOBBIES

- Prompt design and systematic evaluation of LLM behavior
- Analysis of scientific and technical research literature
- Analytical writing with structured, logic-driven reasoning
- Creative writing, including poetry

Prompt Designer & Prompt Evaluator

Remote | Contract
2025 – Present

- Designed prompts to test reasoning depth, instruction following, and edge cases.

- Reviewed and refined prompts written by other contributors to improve clarity and reduce ambiguity.

- Iterated prompts to increase determinism and reduce bias or misinterpretation.

- Supported evaluation of factual, analytical, and creative LLM outputs.

Small Business Owner & Operations Manager

Bulgaria
2013 – 2024
- Applied structured analysis and risk anticipation to real-world decision making.

- Monitored geopolitical events, economic trends, energy prices, and supply chain disruptions to anticipate operational impact.

- Filtered large volumes of information to identify critical signals versus background noise.

- Produced concise internal summaries to guide decisions under time pressure.

Maintained operational stability through proactive planning and disciplined execution

SKILLS
- LLM Output Evaluation & Quality Assessment
- Prompt Design, Testing & Refinement
- Structured Reasoning & Step-by-Step Validation
- RLHF-Style Feedback & Annotation
- Instruction Following & Policy Adherence
- Error Detection & Edge-Case Analysis
- Content Classification & Taxonomy Development
- Analytical Writing & Clear, Actionable Feedback