



Gergana Andonova

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● WORK EXPERIENCE

09/2023 – CURRENT Brussels, Belgium

ADMINISTRATIVE AND FINANCIAL ASSISTANT EUROPEAN COMMISSION

Administrative and Financial Assistant to the Director of Directorate F - DG ECFIN

- Providing administrative support, taking care of correspondence and ensuring requests are addressed in a timely manner
- Providing administrative support for business trips (missions) of the staff, assisting in the preparation of the entire process of missions: assisting with booking travel arrangements, supporting mission orders and mission reimbursement claims in accordance with internal rules
- Organising internal and external meetings and events (logistical support, preparation of agenda, minutes, documents, invitations, follow-up, etc.)
- Providing general clerical, office, logistical and secretarial support

12/2021 – 09/2022 Brussels, Belgium

COMMUNICATIONS AND EU PROJECT OFFICER EUROPEAN FOOTWEAR CONFEDERATION - CEC

- In charge of communication and dissemination strategies for various Erasmus+, Interreg and LIFE projects, mostly targeting VET education, SMEs and family businesses in the TCLF industries
- In charge of CEC's social media channels (Twitter, LinkedIn, Instagram) and website (WordPress), as well as projects' social media
- Drafting and publishing Press releases and articles, communicating with Press
- Preparation of project Newsletters (DiaSHOE Newsletter, Digital FabLab Newsletter, ShoeGame Newsletter)
- Organisation of virtual events and webinars for projects, including focus groups and workshops
- Creating visual content (Canva) and updating/publishing information on project websites, managing project blogs
- Taking care of reporting and providing administrative support. Basic accounting and preparation of invoices
- Drafting of minutes, briefings, reports and event summaries
- Occasional translations/adaptation of content and proofreading in IT, EN, BG

04/2020 – CURRENT

INTERPRETER UNITED LANGUAGE GROUP

- Freelance interpreter, translator, proofreader: languages IT, EN, BG
- Consecutive interpretation from English to Italian or Bulgarian and vice versa for medical and insurance related needs

09/2020 – 09/2021 Brussels, Belgium

PROJECT OFFICER EUROPEAN SCHOOLNET EUN

- Assisting the coordination of various Erasmus+ and Horizon 2020 projects
- Taking care of the communication with the Ministries of Education, national research institutes, national contact points and a variety of other internal and external stakeholders
- Providing support in the organisation and presentation of virtual events and webinars for projects, including focus groups and workshops
- Participating in communication and dissemination of campaigns (2021 STEM Discovery Campaign)
- Assisting the preparation of MOOCs for teachers across Europe
- Drafting of articles on EU education policies and related topics (Scientix Newsletter)

- Updating and publishing information on project websites, managing project blogs (2021 STEM Discovery Campaign blog)
- Preparation of contracts, management of POs, creation and analysis of surveys (Survey Monkey)
- Occasional translations/adaptation of content and proofreading in IT, EN, BG

10/2019 – 02/2020 Brussels, Belgium

SCHUMAN TRAINEE EUROPEAN PARLIAMENT

Project management trainee, part of the Schuman traineeship programme at the Directorate General for Logistics and Interpretation for Conferences (DG LINC) - Programming Unit

- Coordination of interpreters' teams and conference organisation at the European Parliament and other institutions
- Scheduling daily tasks, encoding assignments in the PIM system, taking care of administrative follow-up using specialized IT tools, managing mailboxes, updating interpreters' database
- Communication and coordination with a variety of internal and external stakeholders
- Managing and granting access for interpreters to the institutions (coordination with DG SAFE)
- Project management of Key Performing Interpreters (KPIs)
- Assistance on-site for major meetings and conferences hosted and organized by the Parliament and other institutional bodies

● **EDUCATION AND TRAINING**

LANGUAGE CERTIFICATE: CAMBRIDGE ESOL LEVEL 2 CERTIFICATE IN ESOL INTERNATIONAL

LANGUAGE CERTIFICATE: DIPLOMA DE ESPAÑOL (DELE) NIVEL 1, CERVANTES

03/2022 – 03/2023 Tokyo, Japan

SPECIALIZATION IN HUMANITIES AND SOCIAL SCIENCES Tokyo Metropolitan University

MEXT Scholarship winner: MEXT scholarship is awarded by the Japanese government in order to support foreign students who study in higher education institutions, selected on the recommendation of a Japanese Embassy.

My research plan consisted in collecting qualitative information through interviews and desk research on the topic on identity formation of children with mixed roots in Japan.

Field of study Sociology

08/04/2019 Milan, Italy

BACHELOR'S DEGREE IN LANGUAGE MEDIATION AND INTERCULTURAL COMMUNICATION University of Milan

- Learning English and Japanese, Italian and English language linguistics
- Social sciences and intercultural studies
- Legal and political studies
- East Asia and EU international relations

- July 2017: selected as cultural exchange representative for the University of Milan in Daegu, South Korea at Daegu Catholic University

2012 Vigevano, Italy

DIPLOMA IN TECHNICAL EXPERT OF TOURISM ITS Luigi Casale

● **LANGUAGE SKILLS**

Mother tongue(s): **ITALIAN** | **BULGARIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
SPANISH	B2	B2	B1	B1	B1
JAPANESE	B1	B1	B1	B1	B1
FRENCH	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

WordPress | Mailmerge | Lifesize | Survey Monkey | Thunderbird e Outlook | Bannersnack | Canva and GIMP | Microsoft Publisher | Microsoft Word | Microsoft Office | Google Drive | Microsoft Powerpoint | Microsoft Excel | Zoom | Google Docs
