

CURRICULUM VITAE



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RELEVANT WORK EXPERIENCE

1999 - 2001

Personal assistant of the vice-chancellor of New Bulgarian University

Description of the occupation:

- Managing the documentation of the vice-chancellor's department
- Assisting in all day-to-day tasks
- Arranging his program schedule
- Assisting the elaboration of NBU's annual catalogue and the management process of its design
- Solving problems and preparing statistics related to lectures held in front of the students

Personal assistant of the PR director of PFC CSKA JSC

2002 - 2004

- Managing the documentation of PR director's department
- Assisting the day-to-day tasks
- Arranging program schedules
- Assisting the elaboration of the CSKA advertisement products and the management process of their designing
- Broadcasting the club events on the internet site of CSKA
- Contacting journalists and providing them with the proper news which have to be published
- Organizing public events
- Traveling abroad and in the province of Bulgaria with the club's representatives for away matches and training camps

2005 - 2007

Project executive in Best Europe Consulting and IHMC (International hotel management consulting)

- Managed the development of a project
- Created and kept in touch contacts with persons who were related to the project and maintained control over their activities.
- Prepared reports for the C.E.O.
- Performed initial research for the companies' needs
- Assisted deputy C.E.O in the performance of some organizational tasks
- The job was directly under control of the C.E.O. of the companies
- During the execution of the job, organizational relationship with the administrative staff, law consultants and the C.E.O. were performed.

2007 -

Junior partner in Best Europe Consulting

OTHER WORK EXPERIENCE

Several relevant jobs while working without labor contract:

- Administrative work in the Council of ministers of the Republic of Bulgaria - Public relations department. Assisting the regular staff in the day-to-day tasks concerning summarizing the published news in media related to the members of the council, developing and delivering relevant reports, etc.
- marketing research work in the company "SINOVATE" - about 7 years of experience in: assisting in preparing surveys, making interviews with questioned persons, recruiting persons for surveys, registering the results in special databases, analyzing current market status, preparing reports and giving advices, etc.
- Simultaneous Translator of the "Maritime Interdiction Course" organized at the Anti-trafficking Center in Vlora, Albania. The course is a part of the **International Criminal Investigative Training Assistance Program (ICITAP)**. ICITAP'S mission is to serve as the source of support for U.S.criminal justice and foreign policy goals by assisting foreign government in developing the capacity to provide professional law enforcement services based on democratic principles and respect for human rights. Countries, represented at this specific course: Serbia, Montenegro, Macedonia, Bulgaria, Croatia, etc.
- Broker activities "Third brokerage house" - mostly establishing contacts with the "right" people (owners of land plots, municipal authorities, other brokers possessing exclusive rights over certain plots, etc.) to find a good plot to be developed by our clients. The good plot was considered the one with good parameters: price, location, construction density to be achieved and coefficient of intensity; selling apartments; creating special proposals to the customers etc. Experience in the sales process - consulting the lawyers in preparing proper contracts, negotiations with buyer or seller about prices.
- Construction company "FIL-5" - similar duties as the above mentioned but also coordinating some office work, awareness of the current projects, problems related to them and preparing opinions and proposals in the sphere of my competence about how these problems can be solved. Experience in the sales process - consulting the lawyers in preparing proper contracts, negotiations with buyer or seller about different conditions. Also negotiations with the land plot owners about our and their conditions. Experience in the human resources - consulting the lawyers and the accountants about the hired people's contracts; negotiating with recruitment agencies; carrying out the interviews with the potential employees whose work is related with the administrative work.
- Several development investment funds - position as outside consultant of the head project managers. Assisting in finding good plots for future developments, trips at different locations to perform field examinations, preparing reports, market analysis etc.

EDUCATION

1994 - 1997	Electronic Systems college
1998 - 2002	New Bulgarian University - Public administration - bachelor degree
2002 - 2004	New Bulgarian University - European integration - master degree

MILITARY SERVICE

2005	finished - translator and interpreter in the National Logistics and Coordination centre - General Staff of the Bulgarian Army
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