


PERSONAL INFORMATION

Plamen Panayotov

 57 b, Studentski grad, Sofia (Bulgaria)

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 ppanayotov9@gmail.com

Sex Male | Date of birth 22/09/1993 | Nationality Bulgarian

STUDIES APPLIED FOR

EDUCATION AND TRAINING

01/10/2012–Present

Bachelor's degree in Public administration

EQF level 6

Sofia university "St. Kliment Ohridski", Sofia (Bulgaria)

- General theory of the law
- Statistics
- Theory of governance
- Constitutional law
- Administrative law and process
- Economics
- Central administration
- Public policies
- Anthropology of corruption
- Quantitative research methods
- Decision making processes
- Elections and elective systems
- Administrative practices
- Public finances
- Regional administration
- European institutions

15/09/2008–24/05/2012

Diploma za sredno obrazovanie

EQF level 5

School of Romance languages, Bourgas (Bulgaria)

French
English
Bulgarian language and literature
History (obligatory elective)
Advanced French

WORK EXPERIENCE

Intern

Centre for Liberal Strategies, Sofia (Bulgaria)

- Research related to the work and transparency of Energy and Water Regulatory Commission
- Interviewing correspondents
- Transcribing interviews
- Summarising information

Business or sector NGO

04/05/2015–15/06/2015

Intern

Institute for public environment development, Sofia (Bulgaria)

- Research related to Central Selection Commission
- Public policies and public sphere
- Human rights defence
- Civic advocacy
- Volunteering
- Fundraising
- Civic monitoring.

Business or sector NGO

16/03/2015–27/03/2015

Intern

Ombudsman of Republic of Bulgaria, Sofia (Bulgaria)

- Informational seminars
- Administrative work with the complaints of improper government activity against the citizens and the proper procedures

08/11/2014–17/12/2014

Intern

Council of Ministers; directorate general

"Administrative modernisation", Sofia (Bulgaria)

- Research and analysis
- Drafting of documents,
- Communication
- Data management using Excel and Word.

01/06/2014–24/09/2014

Salesman (trade)

P. Panayotov SP, Tsarevo (Bulgaria)

- Sales
- Stock maintenance

PERSONAL SKILLS

Mother tongue(s)

Bulgarian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
TOEFL iBT					
French	B2	B2	B2	B1	B1
Diplôme d'études en langue française					

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

Communication skills - Teamwork: I have acquired valuable experience while working on group projects during my studies and through internships.

- Have been part of folklore cultural exchanges and language programs in secondary school.
- Understanding of customer service principles and practices gained through my experience at a family owned business.

Organisational / managerial skills - Good organisational skills and time management
- Interpersonal skills gained through work in the customer service industry

Job-related skills - Assisting with research and work-related problems
- Meeting requests for information and support within the agreed timescales.

- Analysing problems, researching potential solutions, isolating issues and referring complex problems to senior staff.

- Quickly analysing and presenting verbal & numerical information using Excel and Powerpoint in a concise and understandable manner
- Remaining calm under stressful situations
- Ability to multitask

Digital competence Microsoft Office (Word, Excel, Powerpoint) , Lightroom, ABBY FineReader

Driving licence B

ADDITIONAL INFORMATION

Memberships Member of the University's Public administration club

Conferences I took part (as a volunteer) in the organisation of an annual conference "Dealing with the Past while looking to the Future", organised by European Council of Foreign Relations and Sofia Platform regarding the anniversary of the fall of the Berlin Wall. The events were under the auspices of the President of the Republic of Bulgaria. The aim was to establish a venue for dialogue and exchange between the societies in transformation, mainly the following four blocks - Central Eastern Europe (former Communist states), the MENA countries, the Western Balkans and the Eastern Partnership countries.

Courses British Culture Centre - language courses (English)