



DOROTEYA VELIKOVA

Details

0878853381

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Skills

Teamwork

Ability to Work Under Pressure

Ability to Multitask

Adaptability

Leadership Skills

Communication Skills

Microsoft Excel

Microsoft PowerPoint

Profile

Experienced expert with a demonstrated history of working in the government administration industry. Skilled in Event Planning, Government, Strategic Planning, Marketing Strategy, and Decision-Making. Strong community and social services professional graduated from Faculty of Public Health, Medical University - Sofia. Writing scientific publications on topics related to school health. Participation in international and national forums on European public health.

Employment History

Chief Expert, National Center of Public Health and Analyses, Sofia

JANUARY 2018 – PRESENT

- Development of health programs for school health care
- Analyzing the health status of children and young people
- Development and coordination of national programs at the Ministry of Health
- Participation in international projects at the European Parliament
- Organizing and conducting thematic courses of postgraduate training and continuing education for medical professionals
- Participation in public health events
- Writing scientific publications on topics related to school health
- Participation in international and national forums on European public health

Sales Operations Coordinator, VEMO 99 Ltd, Sofia

JULY 2017 – JANUARY 2018

- Data processing
- Email correspondence and phone correspondence with clients in English
- Sales, trade, export procedures
- Preparation of official documentation
- Update product information on the company's website
- Preparation for advertising materials
- Study research for the products
- Writing articles

Business Office Manager, Health Source Ltd, Sofia

FEBRUARY 2017 – JULY 2017

- Data processing of prices and products
- Email correspondence with clients
- Sale and trade of pharmaceutical products
- Preparation of official documentation for tenders
- Invoices issuing
- Product presentation
- Update product information on the company's website

Expert, Regional health inspection, Ruse

OCTOBER 2014 – FEBRUARY 2017

- Conducting health education lectures among adolescents on healthy eating, alcohol, smoking, psychoactive substances, traffic safety, sexually transmitted diseases, eating disorders, safe internet and more.
- Preparation of reports to programs by the Ministry of Health
- Organizing and conducting events related to the calendar of the World Health Organization
- Conducting regional surveys on health topics
- Presentation of information about conducted studies, events and celebration of health days to the media
- Preparation of press releases
- Elaboration of health-educational lectures

- Consulting people who quit smoking
- Participation in local media
- Participation in the traffic safety commission at the Municipality of Ruse
- Work with disadvantaged children at the "Complex for social services for children and families"

Education

Public Health Management, Faculty of Public Health, Medical University - Sofia, Sofia

SEPTEMBER 2015 – MAY 2017

- Social medicine
- Health Policy - Management of Resources and Activities
- Epidemiology-risk management
- Occupational medicine - risk assessment
- Principles of Health Technology Assessment
- Organizational behaviour
- Prevention of stress and professional exhaustion
- Extreme situations - risk assessment
- Strategic Marketing in Healthcare
- Legal regime of healthcare
- Entrepreneurship in healthcare
- Financial Management
- Healthy eating - a key element of European programs
- Communicative training

Public health, Medical university of Pleven, Pleven

SEPTEMBER 2010 – MAY 2014

- Hygiene of the work process and the working environment
- Branch hygiene and occupational safety
- Hygiene of the atmosphere, water and soil
- Hygiene of settlements and health facilities
- Food and nutrition and food safety
- Healthy nutrition of the population and control of food establishments
- Hygiene of children and adolescents
- Epidemiology of infectious diseases
- Social medicine and health promotion
- Health legislation
- Internal diseases
- Social Psychology