



## Curriculum Vitae

### Personal information

Name **Bankova, Ivanka Todorova**  
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E-mail [bankova.v@gmail.com](mailto:bankova.v@gmail.com)  
Date of birth 21.05.1967  
Sex Female

### Work experience 33 years

#### Dates

Position held Currently:

- Lecturer at the Department of Administration, Management and Political Science at VFU "Chernorizets Hrabar";
- Head of master's programs "AdministrationInfrastructure", distance learning and "Sports Management" - part-time training.
- ESTC coordinator of master's programs in the specialty "Public Administration and Management";
- ESTC coordinator and tutor of the students from the specialty "Business Administration and Management - MBM and MT" and "Public Administration and Management", Bachelor's degree, distance learning.

Type of activity or field of work

Learning and teaching and organizational-methodical activity:

- Conducting classes in Bulgarian at the Bachelor's educational and qualification degree in the following courses:
  - ✓ Conflicts Management;
  - ✓ Ecological Management;
  - ✓ Sustainable Development;
  - ✓ Administrative Culture.
- Conducting classes in Bulgarian at the Master's educational and qualification degree in the following courses:
  - ✓ Administrative Conflicts Management;
  - ✓ Conflicts Management in Project Management;
  - ✓ Conflicts Management in the School Education System;
  - ✓ Conflicts Management in Sport.
- Preparation of teaching materials and lecture courses - manuals, case studies, tests, business games, presentations.
- Work with students - individual and group consultations, seminars;
- Research activity - participation in scientific conferences (Bulgarian and international), preparation of scientific reports, articles, teaching aids, conducting research, participation in projects. Mentor of students participating in national mediation competitions;
- Administrative work - preparation of educational documentation, activities related to ensuring the normal course of the educational process, internal document turnover, organization of student participation in various events, etc..

Position held	<p>15.05.2019 until now, guest lecturer at the Department of Administration, Management and Political Science at VFU "Chernorizets Hrabar";</p> <p>01.09.2014 until now, guest lecturer at the Department of Administration, Management and Political Science at VFU "Chernorizets Hrabar";</p> <p>2014 until now ECTS coordinator and tutor of students from the specialty "Business Administration and Management - MBM and MT" and "Public Administration and Management", distance learning, Bachelor's degree at the Professional Department "Administration and Management";</p> <p>2004 until now ECTS coordinator of master's programs in the specialty "Public Administration and Management";</p> <p>2007-2014 Secretary of the Department of Administration and Management at VFU "Chernorizets Hrabar";</p> <p>2004 - 2014 g. Visiting Assistant Professor at VFU "Chernorizets Hrabar";</p> <p>2005 - 2007 Inspector and coordinator of ECTS in the Professional Field "Administration and Management", at the Educational and Scientific Complex "Social, Economic and Legal Sciences" at VFU "Chernorizets Hrabar";</p> <p>2003 - 2005 Inspector in the Program "Public Administration and Social Activities", at the Educational and Scientific Complex "Social Sciences" at VFU "Chernorizets Hrabar";</p> <p>2002 - 2003 Visiting associate for Candidate Student Admission at VFU "Chernorizets Hrabar";</p> <p>1999 - 2001 Student and canteen meals - Varna;</p> <p>1987 – 1998 г. Garrison canteen – Varna</p>
Employer's name and address	<p>VFU "Chernorizets Hrabar"</p> <p>9007 Varna, Chaika complex, 84 Yanko Slavchev Str.</p>
Type of activity or field of work	<p>Participates in the organization and control of the educational and organizational activities of the professional field "Administration and Management", coordinates the educational documentation on ESTC and conducts consultations for the students; organizes the educational-methodical activity related to changes in the periods of study (prepares individual plans and carries out management and control over their implementation), organizes the state exams and defenses of diploma theses and the preparation of the diplomas for the Master's degree.</p>
Other activities and competencies	<p><b>Internal auditor</b> according to ISO 9001: 2015 and ISO 19011: 2011 for compliance of the university quality management system at VFU "Chernorizets Hrabar"</p> <p><b>Mediator</b>, 20170816004 number of initial entry in the Unified Register of Mediators in Bulgaria, at the Ministry of Justice</p>
<b>Education and teaching</b>	<p>Associate Professor of professional field 3.7. "Administration and management" "Organization and management outside the field of material production (Administrative conflict and sustainable development)</p> <p>Doctor of professional field 3.7 "Administration and Management", doctoral program "Organization and management outside the field of material production"</p> <p>Master of Public Administration - Territorial Administration,</p> <p>Bachelor of Public Administration</p>

Dates 1986 - Technical School of Public Catering – Secondary special education (Chef Technologist)  
 1991 - Post-graduate qualification – Manager of a catering establishment  
 2000 – Bachelor of Public Administration, VFU "Chernorizets Hrabar"  
 2000 – Specialization in PR and communications, VFU „Ch. Hrabar” and Deutsche Welle  
 2003 – Master of Public Administration – Territorial Administration”, VFU „Ch. Hrabar”  
 2008 – Short-term specialization at ЦП in ГИИ, St. Petersburg.  
 2010 – Self-study PhD student  
 2010 – Short-term specialization at ЦП in ГИИ, St. Petersburg.  
 2012 – Master class of Prof. George Vredevelde - "Leadership in a global environment. Global aspects of international economic relations"  
 2013 – Doctor of Professional Field 3.7. "Administration and management", doctoral program "Organization and management outside the field of material production"  
 2014 – Master class "Business leadership and entrepreneurship. Good Practices ", organized by VFU" Chenorizets Hrabar "and the University of Cincinnati, USA  
 2014 – Master class of Prof. Alan Rosenbaum - "Administration in Support of Public Administration, Business and Civil Society"  
 2015 – Master class by Prof. Richard MacDonald, Prof. George Vredevelde and Dr. Peter Harold - "How to use financial markets to support business and ourselves"  
 2016 – Master class of Prof. Anatoly Zankovsky - "Leadership and power in the modern organization"

Name of the acquired qualification 2019 – Associate Professor in Professional Field 3.7. "Administration and management" "Organization and management outside the field of material production (Administrative conflict and sustainable development)  
 2013 – Doctor in Professional Field 3.7. "Administration and management" "Organization and management outside the field of material production (Administrative conflict and sustainable development)“;  
 2003 - Master of Public Administration – Territorial Administration;  
 2002 – Bachelor of Public Administration

## Personal skills and competences

Social skills and competences Skills for quick orientation in a changing work environment.  
 Ability to work in a team.

Organizational skills and competences Excellent organizational, administrative and communication skills.  
 Precision, responsibility, professionalism and rigor in performing the tasks.  
 Organization and control of educational documentation.

Other skills Swimming Coach, Qualification Certificate № 20699, Reg. №1379/ 02.07.2010, issued by the Vasil Levski National Sports Academy, Sofia

Driving License Driver, „B” category since 1986

Technical skills and competences Word processing, Statistic programs, Internet, etc.