



## **STUDENT DETAILS**

University department / faculty:	<b>FWW</b>
Field of study:	<b>International Business and Economics</b>
Home university:	<b>Otto-von-Guericke-Universität Magdeburg</b>
Nationality:	<b>Bulgarian</b>
Duration of traineeship ( <i>from ...to...</i> ):	<b>from 11.08.2020 to 25.10.2020</b>

## **TRAINEESHIP INSTITUTION**

Country:	<b>Bulgaria</b>
Name of traineeship institution:	<b>Invest Bulgaria Agency</b>
Web page:	<b><a href="http://www.investbg.government.bg">http://www.investbg.government.bg</a></b>
Address:	<b>23, Vrabcha Str., 1000, Sofia, Bulgaria</b>
Contact person:	<b>Teodora Stavreva</b>
Telephone / E-Mail:	<b>t.stavreva@investbg.government.bg</b>

## **EXPERIENCE REPORT** (*approx. 3 pages + more photos if applicable*)

### **1) Traineeship institution**

*Please give a brief description of your host traineeship institution.*

Invest Bulgaria Agency (IBA) is a government institution providing information, contacts and project management support to potential investors. The services of the agency include Pre-investment, Investment pro-

ject support and Post-investment. The services provided by the Invest Bulgaria Agency are completely free of charge.

## **2) Searching for a traineeship**

*How did you find your traineeship? Are there any recommendable links or other helpful tips you would like to share?*

I found the traineeship personally on the website of the students internship at the public administration of Bulgaria. Here is the website : <http://staj.government.bg/>

## **3) Preparation**

*How did you prepare for your traineeship in terms of language, intercultural, professional and organisational aspects? Are there any recommendable links or other helpful tips you would like to share?*

As a Bulgarian I did not need any language courses or intercultural tips. Moreover, I had two years experience with the organisation process of the internship at the public administration in Bulgaria as I made an internships in the National Social Security Institute and The Public Financial Inspection Agency (PFIA).

## **4) Accommodation**

*How did you find your accommodation? Are there any recommendable links or other helpful tips you would like to share?*

I shared an apartment with a friend living in Sofia, Bulgaria. I had a private room and we shared the common places like the bathroom, the kitchen and the livingroom. I paid her the rent and I used her furniture as well. It was 20 minutes away from my working place with public transport.

## **5) Traineeship**

*Please describe the tasks and / or the projects carried out during your traineeship. In which way were you mentored and integrated? How were the working conditions? Did you have especially positive or negative experiences?*

As part of the marketing and investments team, I was asked to work on the preparation of investment projects provided by many Bulgarian municipalities. All the projects had to be reviewed and standardized into one format, containing the most relevant details about each municipality and its investment plan. The final project summarizes all the projects and it will be presented to international investors as a portfolio of a Bulgarian investment plan. And I was very satisfied to be part of this project and to be helpful to the agency. I have worked on the translation and the updates of the publications on the website of the agency of the section Sectors: Business Process Outsourcing, Logistics, Balneology and Food and Agriculture. I have also updated the information about the the partnership between Bulgaria and Vietnam, successful and future investment projects between the two countries, nearshoring and the business climate in Vietnam. During my time there I have also contributed by doing researches, creating presentations, creating articles for our newsletter and translating various documents and texts, both from English to Bulgarian and vice versa.

The working conditions were extremely positive. My mentor was a very polite and friendly person. I was also mentored by other colleagues at the team and they all helped me with the activities of the agency. We shared the same office and with their stories, the atmosphere at the office was very pleasant.

## **6) Acquired qualifications**

*Which qualifications and skills could you acquire or improve during your traineeship?*

During the traineeship, I was acquired to explore the dynamic business environment and the organizational culture in the agency, I learned how to interact with diverse personalities and take responsibility for serious tasks.

Participation in the assigned tasks helped me to develop:

- Good understanding of how investments work
- Basic knowledge of marketing activities
- Communication skills, teamwork, organizational skills, customer focus, etc.

Design thinking was also one of the skills that I improved during my work on the investment project presentation that will represent Bulgaria. I also improved my organizational skills and time management.

## 7) Country-specific features

*Are there any specific traineeship regulations in the target country that affected you as an Erasmus trainee (e.g. France: housing allowance, convention de stage)? If yes, which ones? Are there any recommendable links or other helpful tips you would like to share?*

There were no specific features affecting my traineeship. As a Bulgarian citizen the institution did not acquire any housing allowances or additional insurance. However, I was obliged by the Erasmus + program to take out health, accident and liability insurance with the DAAD due to the current Corona situation.

## 8) Visa, residence and work permit (only for international students)

*Which prearrangements had to be made in terms of visa, residence and work permit? Are there any recommendable links or other helpful tips you would like to share?*

As a Bulgarian and European citizen I did not need a visa!

## 9) Other

*Is there anything else you want to let other students know?*

I would encourage other students to go to an Erasmus + internship no matter of the country. The experience is very beneficial and there is always something new to learn from people who work on those agencies and companies as well as from the culture. The practical work experience will help us most to improve our skills and to prepare us for our future job!

## 10) Conclusion

*What is the conclusion drawn after your traineeship experience abroad?*

Overall, I am very satisfied with my traineeship. It was my second with the Erasmus + mobility program. Starting from the process of applying the documents for the grant, through the internship itself and now writing the final reports was an amazing journey for me. The processes went very smoothly despite the difficulties caused by the Corona situation. I made many new friendships with positive and ambitious people. That experience helped me see what the real-life process of finding, applying and getting a job may look like. Now I feel even more confident and I also learned very important things about myself, what I am good at and which skills I should keep improving to be a competitive young person in Europe.

I applied a photo from the office!

## Declaration of consent

I hereby agree to the publication of this report on the website of the Leonardo Office Saxony-Anhalt.

I agree that both the Leonardo Office Saxony-Anhalt and its partner universities in Saxony-Anhalt may use this experience report to promote internships abroad and to enhance their image (including publication of text and photos on social networks/platforms, e.g. Facebook, Twitter, Instagram):  yes  no

I assure that the photos used in this report do not violate the rights of other persons or companies (personal rights, copyrights etc.).

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