# **Bracha Spitzer**

# 054-844-4928

bsimcha344@gmail.com

# **EDUCATION:**

**2005 Bachelor of Arts in Linguistics, University of Toronto, Canada**

**2000 Travel and Tourism college, Toronto, Canada**

**2017-2018 Holistic Nutrition course, Shelem College for Holistic Studies, Jerusalem**

**2013 Transcription for Everyone course, Jerusalem**

**2018 Life Coach Course, JCA, RBS**

**EXPERIENCE:**

**2018-2019 Fundraiser and Translator for Kiruv Websites in Russian and English: Torah Live and Tzfat Education Center, Freelance**

* Professionally translated Torah videos and courses from English to Russian
* Provided subtitles and commentaries

**2016 Torah learning with Russian-speaking women: Toldot Yeshurun, Ayelet Hashachar and Project Inspire**

* Consistently learned Torah with a partner over the phone and Skype
* Studied Jewish laws and customs together

**2016-2017 Content writer: Hometalk company, Jerusalem, Project**

* Created and analyzed blogs and DIY postings for online International DIY community
* Excelled at producing high daily quota
* Provided high level of accuracy

**2010-2015 Home organization and management services, RBS, Freelance**

* Managed outstanding home cleaning and organization services locally
* Hired and trained workers
* Organized houses and de-cluttered kitchens and closets

**2007-2015 Medical Secretary and Sales, Israel and Canada**

* Made calls in English and Russian about the status of patients and to set up tests
* Answered phones, set up appointments**,** filed and organized medical charts, prepared invoices and documents for processing
* Prepared dispenser’s materials and charts for the out of the office visits

**Russian-English Language Consultant, Corporation of Canada, Toronto, Canada**

* Analyzed Software data to test new innovative online devices
* Edited vocabulary, classified data, translated texts and reviewed linguistic systems
* Collaborated with other language consultants in order to test new products
* Managed Russian Consulting services to help design software for personalized interaction on various

information devices

**2007 Private Tutor and Substitute Teacher for the Board of Education, Toronto, Canada**

* Taught English to a group of High school students, using innovative and effective methods
* Maintained effective discipline in a classroom environment

References available upon request.