**Curriculum Vitae – Atalya Nir**

**Personal information:**

Name: Atalya Nir

Date of birth: august 9th, 1983

Address: 41 Jabotinsky Street, Ramat-Gan

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**Education:**

* 2019 - 2020 - Beit-Berl Collage - Translation diploma studies
* 2011 - 2015 - Tel-Aviv University, **MA** in Hebrew linguistics. Graduate cum laude
* 2011 - Technion - Israel Institute of Technology - Information Specialist diploma studies
* 2004-2007 - Tel-Aviv University, **BA** in linguistics and Hebrew language. Graduated cum laude

**Work experience:**

2010 - present - Patent Paralegal at "Reinhold Cohen & Co." - Leading Israeli Patent Attorneys firm.

* Procedural and administrative management of patents and patent application files filed globally by Israel Hi-tech companies.
* Official correspondence with associates and patent offices all around the word.
* Preparation and submission of official documents (English + Hebrew)
* Proofreading of patent applications and official documents (English + Hebrew)
* Preparing summaries of complex official documents
* Conducting initial consults with clients regarding IP rights and options for IP protection

October 2005 - 2010 – "Goldman Recruitment Agency", specializing in recruitment of senior and junior employees in the fields of finance, hi-tech, logistics and administration.

2007 – 2010 – a placement consultant (head-hunter):

* Sorting hundreds of candidate's resumes a day
* Performing Phone and frontal interviews of candidates for different jobs
* Preparing candidates for interviews
* Advising HR personnel at leading companies and organizations about recruitment needs and potential candidates
* placing candidates in different positions, including routine follow-up of their functioning and well-being

2005 – 2007 – administrative worker

* Typing hundreds of resumes and interviews – summations a day
* Filing documents in the archive
* Telephone response to candidates and clients
* Help at reception

Summers of 2004 and 2005 - "New Jersey 'Y' camps" (a part of the JCCA organization) –

A general counselor at a Jewish overnight camp (as part of the Jewish agency "young delegates" program)

**Military service**

2001-2003 – a translator in the elite '8200' intelligence unit

**Additional skills:**

Languages:

Hebrew – mother tongue

English – fluent at speech, excellent reading and writing level

Arabic – good reading level

Computer skills:

* Hebrew / English Touch typing
* Experienced user of Microsoft office
* Translation tools: MemoQ, Amara, Subtitle Edit

experienced user of Microsoft office