

PERSONAL INFORMATION

Yael Ramon



JOB APPLIED FOR  
POSITION  
PREFERRED JOB  
STUDIES APPLIED FOR

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DE, EN, FR, SP ==> Hebrew Translator

Sex Female | Date of birth 31/07/1961 | Nationality Israel/Switzerland

WORK EXPERIENCE

8.1997 – Today

**Freelance Translator**

German /English /French /Spanish => Hebrew / German /Hebrew => English  
**Legal** (AXA, Aspen...), **Commercial** (Monin, TOKHEIM...), **Banking** (Bendura Bank - Lichtenstein, Bank Leumi (Switzerland) Ltd., J. Safra-Sarasin, Bendura bank...), **Literature, History, Marketing, Medical General** (RIC, ECRIN...), **Certificates, Notarial forms, Fashion and others, website localizations** (ZARA, Erroca, Yves Rocher, Imaginarium, Kaba, Nike, Facebook...), **Food and Food industry** (FRIMA Cookware, RATIONAL Cookware, Touch my Menu / Sensafood applications...), **Marketing and Sales material** (Swiss sites, French tourism websites, German travel and tourism sites, Lufthansa, AUDI, MAN, OPEL, RENK, KERING, Zweibrüder...)

12.2001 - 08.2008

**Bank Leumi (Switzerland) Ltd., Zürich, Switzerland**

**In-House translator and Assistant CEO** 06.2006-08.2008

- Legal documents
- Police-investigations
- Bank-relevant documents
- Business documents
- Preparation and execution of statistic reports (MIS)
- PowerPoint

**In-House Translator and Assistant Deputy CEO** 05.2004 - 05.2006

- Legal documents
- Police-investigations
- Bank-relevant documents
- Business documents
- Preparation and execution of statistic reports (MIS)
- PowerPoint-

**In-House Translator, Task force** 12.2001 - 04.2004

- Legal documents
- Police-investigations
- Bank-relevant documents
- Business documents

- 10.1997 - 11.2001 **Independent Freelance Translator, Israel**  
 German /English /French /Spanish => Hebrew  
 German /Hebrew => English  
**Legal, Commercial, Banking, Literature, History, Marketing, Medical (General),  
 Certificates, Notarial forms...**
- 04.1994- 07.1997 **Agrexco Ltd., Swiss branch, Zürich**  
**Secretary GM**
  - General office tasks
  - Preparation and execution of statistic reports (MIS)
  - Reports/Information and documentation to the mother company in Israel
- 09.1993 – 04.1994 **Further Education**
  - (German - DOZ, Zurich, IT – Scheidegger, Zurich)
- 10.1992 - 08.1993 **EI-AI Israeli Airlines, Zürich**  
**Security agent**
- 02.1990 - 03.1992 **Ron Rotman Law offices, Tel Aviv, Israel**  
**Legal secretary**

EDUCATION AND TRAINING

- 6.2009-6.2010 **Web-Design course**
- 1995-1996 **„German as a foreign language“** for GOETHE Certificate, „DOZ“, Zürich
- 1994 **ECDL** (Basics of Windows and Microsoft Office applications), Institut Scheidegger, Switzerland
- 1991 **Product Design**, Open University, Israel (no documentation available)
- 1985-1989 **BA Spanish Literature and Linguistics**, Hebrew University, Jerusalem, Israel
- 1988 Spanish Summer course in Salamanca, Spain

Mother tongue(s) Hebrew

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1/2	C1/2	C1/2	C1/2	C1/2
German	C1/2	C1/2	C1/2	C1/2	B1/2
French	C1/2	C1/2	C1/2	B1/2	B1/2
Spanish	C1/2	C1/2	C1/2	B1/2	B1/2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
 Common European Framework of Reference for Languages

Computer skills ▪ All Office tools, Trados Studio 2019, basic HTML writing, basic Website-design tools, Photo editing Subtitling.

Date: December 20, 2019

Signature: *Yael Rannón*