

# MELANIE ROSEMFET

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## Academics

High-school degree: BA on communication science - December 2009

Academic degree: BA on English <> Spanish Translations and Interpreter - January 2015

## Work Experience

2020 - Present: **Freelance: Jerusalem Post Lite: English teacher.**

Teaching English to Israeli people of any age over the phone.

2010 - Present: **Freelance: Translations, Proofreading, Fact-checking, Transcriptions and Subtitling.**

Argentine and U.S. law firms, Argentine and Israeli medical research centers, private companies and private individuals (personal documentation, legal contracts, web sites, online newspapers, etc.).

July 2019 – January 2020: **Green Power UK: Translator and Spain division manager.**

In charge of starting and managing the brands new branch in Spain and UK and translating all branches documents.

October 2017 – March 2019: **Burgerim Giv'at Shmuel: Restaurant manager and Co-owner.**

In charge of the restaurants' employees, customer complaints, suppliers and marketing.

July 2017 – September 2017: **Ofek Back to Life, NGO: Website developer and translator.**

In charge of foreign affairs, translator (Hebrew - Spanish - English) and websites developer (16 webpages).

February 2016 - April 2017: **Coffee Time, Bar-Ilan University: Barista and cashier.**

First work experience in Hebrew language. Coffee service, opening and closing of the shop and the register, in charge of the venue.

September 2014 - November 2015: **LG Electronics, Provengroup: Field Channel / Representative Junior.**

In charge of sales and training retailers, software expert, marketing and resources management, selling points manager.

January 2013 - May 2014: **Punto Asia Productions: Co-Founder. Investments management and public relations.**

Accounting, schematics, marketing and event organization, group management, organization and planning, target group marketing.

March 2012 - March 2013: **Real Option Architects: Secretary.**

Resources administration, organization and verification of legal documents.

2003 - 2008: **Recreational camps and workshops for children aged 7 to 11: Volunteer.**

Management of groups of 10 to 20 children, activities design, recreational teaching.

### Applicable Skills:

Computer skills: Trados Translation, Wordfast Classic, MemoQ, CorelDRAW, Corel Photo-Paint, Adobe Photoshop, Macromedia Flash, Macromedia Fireworks, Microsoft Office Pack, Wordpress.

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Languages:

**Spanish:** Native

**English:** Fluent

**Hebrew:** Intermediate

**Korean:** Intermediate

### Other activities:

2005 - 2009: Group management and recreational teaching course.

2009: Centro Cultural Ricardo Rojas: performing arts research and staging.

2007: Hacoaj Club: drama workshop: forming real actors.

2002 - 2004: Rio Plateado school: drama classes.

2000 - 2008: Dance academy: arabic dance (one year), hip-hop coreography (two years), jazz (two years).