

## **EDUCATION**

**UNIVERSITE PARIS VIII** :2014 – 2012

M.A. in Foreign Languages and Civilisations

**INSTITUTO CERVANTES,PARIS** :2010

Advanced Spanish Language and Culture Course

**TEL-AVIV UNIVERSITY** :2005 – 2001

B.A. in Art History and French Language; Additional specialization: Spanish Language and Culture

## **PROFESSIONAL EXPERIENCE**

2012-now: freelance translator

2015**OECD ,DIRECTORATE FOR FINANCIAL AND ENTREPRISE AFFAIRES PARIS, FRANCE**

### **Project Coordinator**

- Preparation of Conferences and Annual Ministerial Council (40 countries).
- Liaising with Governmental and Intergovernmental bodies.
- Contacting appropriate services for translations and publications.
- Follow up on events, Media Research,translations, editing and formatting.

**ISRAELI MINISTRY OF EDUCATION PROJECT, PARIS, FRANCE** :2014

### **Youth Program Manager to French speaking countries, reporting to Regional Director in Jerusalem**

- Identification of potential candidates across Europe for elite boarding schools in Israel (events, publicity).
- Orchestration of admissions (registration fees, admissions team, tests materials, venue, catering, security).
- Follow-up and support with the online registration system, translating letters and documents.
- Escorting a group of final candidates from Paris to Israel.

2008 – 2011: **EMBASSY OF ISRAEL, PARIS, FRANCE**

### **Military Cooperation Coordinator**

- Responsible for coordination of military cooperation between Israel, France and Spain.
- Managed logistics of international exhibitions, receptions and high-level events.
- Public affairs and emergency operations center.
- Liaising with Governments,Defense HQ,Embassies, translations.

2005 – 2008: **BANK HAPOALIM HQ, TEL-AVIV, ISRAEL**

### **Lead Translator**

- Translation and revision of banking documents in five languages.

2006 : **ISRAEL-FRANCE CHAMBER OF COMMERCE, TEL-AVIV, ISRAEL**

### **Human Resources Intern- responsible for translators.**

- Identified , supported and guided potential candidates and led preselecting process.

2005 : **17<sup>th</sup> MACCABIAH GAMES, TEL-AVIV, ISRAEL**

### **Interim Management Assignment: Lead Coordinator**

- Managed participants' registration with organizers around the globe(55 countries)
- Provided full organizational support to delegations: visa, equipment transfer, VIP guests
- Created and Translated event content and protocol.

**MERTENS-HOFFMAN MANAGEMENT CONSULTANTS, TEL-AVIV, ISRAEL** :2005 - 2004

### **Interim UN Simultaneous Translation Research Coordinator**

.Selected translators from around the world for evaluation and quality control

**ISRAEL DEFENCE FORCES** :2001 – 1999

.**Personal Assistant to Base Commander** (Military Service), recipient of a distinction award

**LANGUAGES AND OTHER INFORMAITON**

**Native: Hebrew, Russian • Fluent: English, French, Spanish •Basic: Italian, German, Ukrainian**

Team Spirit • Multi-tasking • Organizational and Interpersonal skills • Excellent memory