

# Chaim Werdyger

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## HIGHLIGHTS OF QUALIFICATIONS

- Yiddish Author and Translator of Hebrew, Yiddish and English
- Experienced administrator, manages all aspects of company, including hiring staff and ensuring they are properly trained to perform at their utmost capability.
- Creative thinker, problem solver and decision maker with a keen eye in identifying the source of an issue and the correct resolution.
- Diligent in monitoring and cutting expenses. Innovative in identifying inefficiencies and introducing methods to reduce costs and improve productivity.

Articulate. Excellent communication and interpersonal skills. Recognized for consistently maintaining and supporting positive rapport with clients, staff and vendors. Attention to details and follow through.

## EXPERIENCE

### Lechayimbooks

- Managing Amazon Site 2015-2018

### Conversational Yiddish 2010-Present

- Created Curriculum for Students Learning Yiddish
- Teaching Yiddish Tele-classes via Distance Learning
- Wrote and Published Home Study Program "Yiddish In 10 Lessons"
- Wrote and Published children's book "Yiddish The Easy Way"

### CYS Hurricane Relief, Brooklyn, NY 11224 2013 – 2013

- Project Manager
- Overseeing Contractors
- Liason with homeowners, committee, contractors, vendors

### All Scents USA, LLC, Lawrence, New York 2004 – 2009

Manufactures, imports and supplies uniforms, personal products and security items for penal institutions throughout the United States. This includes county, state and federal facilities.

### Office Manager/Supervisor

- **Staff** – Manages a staff of up to 10 employees. Supervises the manufacturing, distribution and shipping of merchandise throughout the country.

- **Manufacturing** – Based on specifications, creates products that ensures the safety of inmates. Merchandise is manufactured on premises and in the Far East.
- **Client Relations** – Builds strong business relationships with wardens, sheriffs, chaplains and government staff. Excellent service has resulted in being highly recommended to other institutions across the country.
- **Vendors** – Strong negotiation skills. Negotiates favorable terms, discounts and payment schedules. Cultivates positive relationships with current vendors while constantly investigating new sources.
- **Networking** – Proficient in networking with higher echelon government staff, resulting in generating additional sales.
- **Sales** – Consistently successful in creating proposals that win government bids.
- **Financial Management** – Supervises the day-to-day operations of business. Maintains the financial system, including Income and Expense reports using QuickBooks.

**The Timepiece** Brooklyn, NY

2001-2007

Management/Sales

- In charge of operating an upper end internet watch business
  - negotiating & purchase of watches
  - creating listings on ebay
  - closing the deals with prospect clients
  - selling wholesale in foreign countries
  - bookkeeping

**All Scents USA, LLC**, Lawrence, NY

2000 – 2004

Manufactured all-natural insect repellents sold in the tri-state area.

Entrepreneur

- Responsible for all aspects of bringing product to the public.
  - Invented formula
  - Manufactured product
  - Created packaging
  - Distribution

**Real Ideas, LLC**, North Miami Beach, FL.

1992 – 2000

Real estate brokerage firm, selling and buying residential and commercial properties.

Management/Sales

- Developed a market niche by catering to select foreign investors. Designed creative advertisements that enticed the prospective buyer.
- Referrals of satisfied customers generated 80% of new business.

- Managed properties during clients' absence. Rented and renovated homes. Handled emergencies as they occurred.
- Supervised daily office operations. Wrote contracts, created comps, worked with loan officers and managed financial books using QuickBooks.

**Fly and See Travel**, New York, N.Y.

1976 – 1992

Owner

- Operated a full-fledged travel agency, catering to first-class and business-class clients.
- Generated an average of \$20 MM in sales each year.
- Managed a staff of 18 employees, including 16 sales agents and 2 bookkeepers.

**TECHNICAL SKILLS**

QuickBooks, Microsoft WORD, Social Media

**SPECIAL COURSES**

Gold Coast School – Real Estate    1993 – Real Estate License  
 Gold Coast School – Appraisal    1996 – Appraiser License  
 Coach Training Alliance – Life Coaching 2009 – 2010 – Life Coach Certificate  
 Darco School of Coaching – Life Coaching 2011 – 2012 – Life Coach Certificate  
 Medical Interpreting and Translating Institute – 2019 – Certified Medical Interpreter  
 Yiddish Proficiency Exam – 2019 – Certified

**1. BOOKS PUBLISHED**

**Yiddish In 10 Lessons** - A great way to learn how to read and speak Yiddish the way it was spoken in pre-war Europe. This home Study program comes with 2 CD's that goes through all of the lessons, each lesson conveniently divided into small sections to make the review easy. The Home study program goes through a good part of the Yiddish language starting with the alphabet all the way through college level. It includes grammar, idioms. expressions, proverbs and stories along with a "Good To Know" section that includes interesting facts about the language. The Yiddish Home Study Program is a great way to learn the language while having fun.

**Express It In Yiddish** - This book covers 500 Yiddish expressions and idioms about the nuances and mannerisms of body language. The body speaks its own language. For example shrugging the shoulders, making a face, dismissing with the hand, sticking the nose where it doesn't belong, winking and much more. In this book I've included the expressions and idioms in Yiddish with the Hebrew alphabet, transliterated and translated to English

Yiddish The Easy Way – A children's workbook for grades 2-5 to teach the Yiddish language.

### BOOKS TRANSLATED TO YIDDISH

- Going To The Mountains
- Color My Day
- Let's Go To Eretz Yisroel
- Gedaliah The Goldfish
- Kallah Book
- Faivel The Falafel Ball
- My Best Dress
- Carrying A Tune In Tsfas