

Debbie Miller – Resume

June 2022

Personal:

Address: Rehov Soroka 23, Apt. 4, Haifa 3475935

Cell no.: (054) 425-3284

Email: deborah.professional.editing@gmail.com
deb.editing@gmail.com

Languages: English – mother tongue; Hebrew – fluent; French – high school

Aliya: 1979

EMPLOYMENT HISTORY:

1986 – present (continually)

English (Technical) Editor/ Translator/Transcriptionist — Self-employed

Providing service to a wide range of clients:

- The Office of the State Comptroller and Ombudsman
- Faculty and staff at the Technion – Israel Institute of Technology, University of Haifa, Tel Aviv University, ORT Braude College, Ben-Gurion University of the Negev, Emek Yizrael College, IDC, Kinneret College
- Private industry and individuals

2013 – 2016

Liaison, Technion – Cornell Innovation Institute Technion-Israel Institute of Technology. I was responsible for setting up the majority of the administrative framework for managing the Institute from the Technion, in cooperation with the US partners. This included translating documents and writing up board minutes etc.

2002 – 2006

Tech/Admin Assistant, Center for Graphics & Geometric Computing, Faculty of Computer Science, Technion-Israel Institute of Technology. Duties included:

- Preparing, editing, reviewing and submitting grant proposals
- Editing professional papers
- Preparing and overseeing an international professional conference (including preparing and printing the conference proceedings); in addition, responsible for overseeing weekly seminars and special events

2001

Tech/Admin Assistant, Vista Presentations and Marketing Communications, a multimedia design studio (print, video and electronic PR) and outsourced marcom supplier serving companies throughout Israel

1997 – 2001 (May)

Tech/Admin Assistant, Virtue3D Ltd., a high-tech start-up in Haifa area

1991 – 1997

Departmental PC Help Desk / English Secretary / Writer / Editor University of Haifa, Faculty of Social Welfare and Health Studies

EDUCATION

1975 – 1979 York University, Toronto, ONT, Canada

Four-year Specialized Honours BA, including one year course in computers