

ELIANA YORAV
Web Marketing & Editing for Publication
(054) 301-8722
elianana@gmail.com
He'asor 9/1, Ma'ale Adumim, 9836011 Israel

SUMMARY

Reliable and efficient editor and proofreader in the book publishing industry, with an excellent history working with translated documents, transliteration, legal works, and Judaic texts. Adept at conveying the client's message in their own voice with comprehensive professionalism and accuracy. Experienced in leading a small team of content creators for marketing and advertisement campaigns.

WORK HISTORY

Copy Editor, Koren Publishers

2013–2018

- Editing for style, consistency, translation accuracy, and readability
- Editing all stages of the typesetting process to prepare the books for print
- Aramaic-English translation, Hebrew-English translation, transliteration, index checking, CMOS

Chief Marketing Officer, Therapy Everywhere

2015–2018

- Oversaw the website development team
- Market research, customer retention
- CRM (Apptivo) programming and maintenance
- Supervised the production of psychologist registry PsychologyEverywhere.com
- Produced and provided editorial assistance on company marketing materials

Account Manager, Therapy Everywhere

2013–2015

- Helped psychologists in private practice reach potential clients within their catchment area
- Understood and leveraged customer needs and the target market for each customer
- Wrote and edited original content for online publication including Psychology Today, The Forward, The Times of Israel
- Managed and created WordPress websites
- Managed Facebook, Google, Email, and LinkedIn networking and advertising campaigns

Back Office and Content Curator, Bar Ilan University

2013

- Edited and translated content for the Bar Ilan Graduate School website

Research Assistant Bar Ilan University, Aide to Professor Michal Alberstein

2012–2013

- Researched international legislation on judicial mediation
- Formatted and edited an article for publication

Legal Transcriptionist, Transcription for Everyone

2011

- Completed accurate transcripts within tight deadlines

EDUCATION:

2013 **Bar Ilan University Law School** (Ramat Gan, Israel) L.L.B Degree

SKILLS:

Excellent communication skills, Wordpress, CRM (Apptivo), Google Analytics and Adwords certified, Microsoft Office, Excel, Chicago Manual of Style, MLA Style, Transliteration, Social Media, SEO practices

LANGUAGES:

English – Native Language, Hebrew – Fluent