**Gal Puder-Polinovsky**

**Mobile:** 972-54-7929182

**Email:** [galasaf@hotmail.com](mailto:galasaf@hotmail.com)

**Skype ID:** gal\_puder

**Linguistic Editing, Translating and LQA Specialist**

Employment:

**2015-to date** –  **OXL** (On-site External Linguist) at **Google Israel**, via VistaTEC

**2005 -to date** – Freelance English to Hebrew translator and Hebrew Editor specializing in the following fields:

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| --- | --- |
| Field | Selected customers |
| Technical, localization (software, cell phones, other electronic products) | * Microsoft – translation of the user interface and help files as part of the localization of company products * Google – ongoing translation of marketing and technical materials; reviewing translation tests of potential new translators; editing translations of new translators * 3M – LQA of one of the client's software after its localization to the Israeli market * Linguistic editing of the book "User Experience" by Tal Florentin |
| Organizational Communication and Human Resources (procedures, salary, benefits, etc. Knowledge of the relevant laws) | * Intel – content management services, translation and editing for Intel Israel's intra-organizational communication purposes; ongoing management of the Human Resources Department's organizational portal that is designed for all Company employees in Israel (and features information on salaries, benefits, procedures, social affairs, employee training, ergonomics, IT and so forth). My tasks include: handling requests to update existing pages or publish new pages, editing and translation, entering content through the content management system, updating the site taxonomy, defining personalization based on employee population, page versioning in SharePoint, etc. * Teva – editing, proofreading and translation services for the Human Resources Department's portal, which is designed for company employees in Israel |
| Pedagogy – lesson and training plans and courseware | * Intel – translation and editing of presentations for the training department * Time to Know – editing and translation of computerized curricula for elementary school children in Hebrew, English and mathematics; linguistic counseling for the courseware's user interface |

**2001-2004 – Student position at Human Resources Department, Intel**

* Language and content editor for the organizational portal (information pages, electronic forms and press releases)
* Usability tests for the portal contents
* Editor and copywriter (conceptual copywriting for a communication group that produced intra-organizational campaigns of a human resources department for the employee public

**2000-2001** – **Language editor and proofreader for the "Yediot Haifa" local newspaper**

**1999-2000** – **Composer of cryptic crosswords** for the University of Haifa Student   
Association newspaper

**1996-1997 –** Full military service as an operational clerk in the Air Force

Education:

2004 Technical writing course at the In Other Words Company

2004 Linguistic editing course within the context of External Studies at the Open University

2002-2003 Translation and Editing Certificate, Tel Aviv University – English to Hebrew translation. Final grade average: 90

1998-2002 BA *cum laude*, Communication & Hebrew Language Departments, University of Haifa

Computer Skills:

* Full command of Internet and Office software, particularly extensive knowledge of Word
* Basic knowledge of HTML
* SharePoint
* Command of translation software, such as Trados, SDLX, LocStudio, Helium, Idiom, Logoport, Translation Workspace and more

Languages: Hebrew – mother tongue; English – fluent