

Jennifer Tzivia MacLeod

Canadian writer abroad: web content, articles, translation, and more!

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Education

Athabasca University, Master of Arts (M.A.), Interdisciplinary Studies, Writing & New Media specialty
University of Toronto, Bachelor of Arts (B.A.), Philosophy

Work Experience

Freelance Translator (Hebrew to English only)

2014 - Present

- Balancing deadlines and requirements for multiple clients working independently from home
- Translating fiction and non-fiction, books, articles, CVs, and more including marketing content

Freelance Features & Content Writer and Editor

1999 - Present

- Writing articles for local and international publications on a wide range of current topics
- Marketing content writing, SEO-optimized and social-media content on a wide range of topics
- Media releases, product descriptions, and many other writing needs for regular clients
- Editing and proofreading from short legal documents to full-length book projects

Administrative Assistant, Rubin Center for Research in International Affairs, IDC Herzliya, Israel

2016 & 2018 (two six-month maternity leave positions)

- Editing articles for quarterly peer-reviewed Middle East journal along with website content
- Responsibility for every aspect of journal process, from submission to final layout and publication
- Email list management and newsletters, correspondence, donations, conference organization
- Liaison with staff and support personnel at IDC Herzliya, a private university in central Israel

Coordinator, Computer Services (Seniors), Bernard Betel Centre, Toronto, Canada

2003 - 2005

- Established computer centre for active, independent-living adults 55+
- Sourced and purchased hardware, software and courseware to set up computer lab
- Developed and taught senior-friendly courses, beginner to advanced, with handouts & resources
- Performed network maintenance, security and computer upgrades throughout centre

QA Tester / Documentation Writer , Circadence, Toronto, CANADA

1998 - 2002

- Created official company website and product technical manuals
- Proofreading, editing and maintenance of software documentation
- Reporting to management on phases of software testing cycle and results
- Created white papers and documentation for client/server network application as a freelancer

Volunteer Experience

Assistant Regional Advisor, SCBWI Israel

January 2018 - Present

- Advising writers and illustrators on publishing and children's-book market needs
- Arranging regular member meetings, programming, and events
- Regular email contact with members with unique opportunities and notices
- Represented Israel at SCBWI summer conference 2018 in LA

Co-Editor, Journal of Integrated Studies, Athabasca University, Alberta, Canada

January 2017 - Present

- Editing peer-reviewed articles for periodic academic journal
- Assisting team members in end-to-end journal workflow from submission to publication
- One-on-one and in small groups on grammar and reading skills
- Emphasized practical usage: conversational fluency and speaking skills

English Teacher / Tutor, Kiryat Yam Public Library, Israel

December 2013 - Present

- Teaching English at the middle-school and adult level
- Supplementing school materials to improve grades
- One-on-one and in small groups on grammar and reading skills
- Emphasized practical usage: conversational fluency and speaking skills

Homeschool group trip organizer, Toronto, Canada

2010 - 2013

- Organized 10-12 group trips yearly for students in grades 1-11, for groups from 10-50 participants
- Sourced & promoted trip information
- Secured group discounts, arranged specific educational needs
- Coordinated group payments ahead of time and at event sites

Canada Blooms Flower and Garden Festival, Toronto, Canada

2011 - 2013

- Provided directions and information about plants on display
 - Staffed information booths and helped run a contest during the festival
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Languages

English (native), Hebrew (fluent), ASL (some)