

Kelly Levy- Magellan Translations & Editing

Email: kellylevy5@gmail.com

Mobile: 052 4474654

English / French / Hebrew

Freelance Translator & Editor - specializes and experienced in the following fields:

- Medical and Health Care – General, Clinical trials, Pharmaceutical, medical research, drug formulation, Medical SOPs and more.
- Science – General
- History, Human Resources, Anthropology Folklore Religion, Social Science
- Government / Politics /Defence / military
- Economics (general), Business/Commerce / Management,
- Advertising / Public Relations / press releases
- Literature
- Business / Marketing - company profiles, websites, presentations, business correspondence,,
- Academia - Philosophy, Psychology, Sociology, Ethics, Education / Pedagogy
- Journalism/ press releases
- International Org/Dev/Coop, Environment & Ecology, Real Estate
- Arts & Design
- Editing and translation of TV series.
- Translation of certificates , Diplomas, Licenses, (prior to notary verification), CVs, / Letters, formal correspondence and application forms

Recent projects:

- ✓ Clinical trials
- ✓ Senior executives employment agreements and addendums
- ✓ SOPs for a global major drug company
- ✓ Historical novel/ literature - Hebrew-French
- ✓ Pharmaceutical research proposal from Hebrew into English – Biotech company
- ✓ Political party speeches, statements and press releases – into French and English
- ✓ Articles for the Foreign Ministry – into English
- ✓ Educational and Pedagogic assessments – into English
- ✓ Business - bids and proposals on natural resources – into French
- ✓ Law Firm website – specializing in Corporate Law – into English
- ✓ Translation of French Science TV series project– into Hebrew and American TV series - English into French
- ✓ Reviews and critiques about literary works
- ✓ Political-Philosophical manuscript intro – English and French.
- ✓ Interior Design digital magazine and website
- ✓ Writing, translating and editing - global TV documentary production about Freud and Psychoanalysis - English, French, Hebrew.
- ✓ Translation and editing of CVs and Profiles of Senior management.

- ✓ Translation of certificates, financial reports, Academic diplomas and application forms – English, Hebrew and French

Work experience:

I have been translating and editing throughout, within and alongside my work in different Hi-Tech companies since 2000.

2013 – present – Freelance Translator and editor

2012-2013 – Babylon - HR & Administration Manager

In charge of Administration, HR and welfare department: creating and implementing procedures, practices and special projects for the company. Internal communication, Global – English speaking and corresponding work environment,

2011 2012 - GfK Israel Ltd. Worldwide Market Research company, the Israeli affiliate

PA to the CEO, Office Manager, HR, PR, business correspondence, translations and editing in English and Hebrew. International work environment, Press relations.

2009 – 2011: Embassy of the Slovak Republic - PA to the Ambassador:

Right-hand function to the Ambassador. In charge of preparing and following up on meetings with top government and public figures and organisations. Translating and drafting letters and messages to different ministers and authorities, working in a multi cultural environment.

2008–09: Clal Finance Investment house – Office Manager:

In charge of all the administration aspects of the office, business translation and correspondence.

1999 -2007: Nokia Israel Ltd. - Marketing Communications Manager & right hand function to the CEO

Nokia established the Israeli affiliate and I was appointed as the first Nokia employee in Israel.

I was in charge of establishing the local branch from scratch in many aspects such as administration, logistics, Recruitment support, etc.

- Local contact representative between Nokia global and Israel.
- In charge of the establishment of the Marketing Communications department.
- Creating presentations for conferences, seminars and customers briefings.
- Translation of presentations, Marketing campaigns and white papers.
- Responsible for research of business and market information.
- Marketing Communications activities - initiating, implementing and adapting global campaigns to the local market. Press relations and hosting press delegations in different seminars locally and abroad.

Languages:

English, French, Hebrew – Mother tongue and Native level. Professional translations and editing,

Computer Skills:

MS Office: Word, Power Point, Excel, Outlook, Pdf, Lotus Notes, presentations and special formatting

Education:

- Business Translation (Hebrew-English, English-Hebrew) – Management College Tel-Aviv.
- Communications – International Media Training. Campaign and Event Management. Marketing Communications, Nokia global – Helsinki, Finland.
- Psychology and Human Behaviour –Open University courses
- French Linguistics, Classic Studies – (courses) Tel-Aviv University
- Graphics & Design.
- Moshe Sharet, Diplomats High school, Paris, France.