

KEREN YEKUTIEL

Yad Binyamin, Israel

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EXPERIENCE

2012-2016: Freelance Translator

- Translate brochures, letters, menus and other documents from Hebrew to English.

2004-2008: Accounts Receivable & Bidding Specialist, Sandler Bros., Los Angeles, CA

Company deals mainly with textile recycling. Processes, produces and markets cloth and non-woven material for industrial use.

Accounts Receivable (2006-2008)

- Created and set up new procedures and methods to expedite payments.
- Developed and improved company's relationship with past-due clients and succeeded in retrieving high percentage of receivables.

Bidding Specialist (2004-2006)

- Developed and maintained federal and public clients through bidding processes, which led to increase in company's profitability.

2001-2004: Production Editor, Eric Cohen Books, Ra'anana, Israel

- Oversaw book projects from manuscript to finished product.
- Copyedited and proofread books in-house.
- Coordinated major aspects of projects with pedagogical editors, designers and layout.
- Organized and supervised photoshoots.
- Responsible for employing out-house professionals, such as proofreaders and illustrators.
- Managed and stayed within budget for each book project.

1999: Production & Editorial Intern, Daniel & Daniel Publishers, Santa Barbara, CA

- Responsible for editing book-length manuscripts.
- Corrected galleys; checked in-house proofs and printer's proofs.

EDUCATION

2013-2014: Lifshitz College of Education, Jerusalem, Israel

- Participated in translation course (English-Hebrew / Hebrew-English)

1999: University of Denver Publishing Institute, Denver, CO

1995-1999: University of California, Santa Barbara

- B.A. in Communication; Minor in English
- **Graduated with Honors.**
- Honors: Regents Scholarship, Dean's Honors List, UCSB Honors Program

SKILLS

- Proficient in Internet and e-mail applications, MS Office, Acrobat, Excel.
- Fluent in Hebrew.
- High attention to detail.
- Excellent organization and time management.
- Ability to prioritize workload and multi-task.

REFERENCES

Available upon request.