Leah A. Goldstein

Modiin, Israel **Academic Qualifications:**

E-MAIL: leah.goldstein@yadvashem.org.il **Jesus College, Cambridge, UK**

TEL: 0544997862  **BA with Honors**: Social and Political Science

Nationality: British/Israeli **MA**: International Relations

*I have been working in organizational communications and branding for 25 years. Besides my effective skills as a writer, content editor, translator and proofreader, I have initiated, planned and implemented both internal and external communications strategies for individuals and multiple divisions according to the needs and requests of the body concerned. I have strong organizational and managerial skills, with the ability to evaluate, plan and execute multiple projects simultaneously. I am quick to identify the requirements of different departments and directors, and realize their vision with clear, concise and creative content utilizing a variety of platforms.*

*My colleagues and team members find me approachable, prompt and reliable, with a keen eye for brand consistency both internally and globally.*

**Employment**

1. **MANAGING EDITOR,** *YAD VASHEM JERUSALEM* MAGAZINE

AND **SENIOR ENGLISH-LANGUAGE EDITOR**

Communications Division, Yad Vashem, Jerusalem

*Duties involve:*

* Management of the quarterly magazine, including timetabling, sourcing, writing, editing and producing articles on a range of topics that are compelling for the employees, stakeholders and general public
* Production and editing of objective-oriented and brand-loyal press releases, blog posts, online events (including short promotional videos) and op-eds for the organization's intranet, website and social media
* Developing and executing internal communications strategies in collaboration with division heads and worldwide societies to promote projects and individuals
* Composing executive speeches and internal messaging for the Chairman of the Directorate, Spokesperson and other senior management positions
* Supervisory responsibility in design, production and distribution of the magazine
* Overseeing monitoring of projects to measure engagement and efficacy
* Managing diverse team of staff – internal editorial board and external professionals

*Other duties at Yad Vashem (concurrent with main responsibilities above):*

* Implementing pan-organizational branding, including logos, phraseology and images in all printed and online content for the Communications and other divisions
* Fine-tuning of donor and organizational communications regarding current events and position statements for use by press and Yad Vashem branches worldwide
* Translation and editing of exhibitions (online and physical) to meet international standards and to ensure conformance to Yad Vashem’s position
* Editing and bringing various publications to print – including survivor memoirs, research books, exhibition catalogs and albums

**Leah A. Goldstein/ctd.**

1999-2003  **English Language Editor**

Israel Information Center, Ministry of Foreign Affairs, Jerusalem

*Duties involved:*

* Writing and editing a wide variety of publications and documents about Israel for use by diplomatic missions abroad
* Answering enquiries from the general public on Israel’s domestic and foreign policy
	1. **Production Editor**

Eric Cohen Books, Ra’anana

*Duties involved*:

* Producing a range of books that teach English as a second language, for local and foreign markets

1992-1995 **Assistant to Press Counselor, Senior Information Officer**

Embassy of Israel, London

*Duties involved*:

* Managing the Information Department by responding to written, verbal and online enquiries on all aspects of Israel
* Lecturing on government policy and the Middle-Eastern Peace Process
* Managing the Speaker’s Bureau
* Coordinating visits by lecturers, government personnel and youth delegations
* Distributing exhibitions throughout the UK
1. **Freelance editor, translator and writer**

*Clients include*:

* Adult Education Division, Israel Ministry of Education
* Yad Vashem Publications
* Office of the President and Communications Department, Bar-Ilan University
* Corporate and private clients

Computer literate – Office, Excel

English – mother tongue; Hebrew – fluent

*References available on request*