|  |  |  |
| --- | --- | --- |
| 054-7422408 | [leora.beth@gmail.com](mailto:leora.beth@gmail.com) | Hagilgal 24, Maale Adumim |

Skills

**Translation** -Experience in academic translation in the fields of social sciences and education; personal correspondences.

**Editing** - Hebrew editing of educational evaluation reports: content, grammar, spelling, sentence structure.

**Administration** – Organization of events, hiring personnel, checking monthly hours of workers.

**Excellent interpersonal skills** – Ability to work with team; sensitivity to others; punctuality.

Language Skills

|  |  |  |
| --- | --- | --- |
| Hebrew | Professional | Can convey the meaning of many socio‑cultural elements embedded in a text as well as nuances. High level writing and grammar. |
| English | Professional | Mother tongue. Can translate texts that contain not only facts but also abstract language, many nuances. |
| French | Minimal | Able to scan source language texts for specific categories, topics, key points and/or main ideas. |

Education

|  |  |  |
| --- | --- | --- |
| 2017 | English-Hebrew Translating Course | Lifshitz College |
| 1999  1992 | M.A. Early Childhood Programs  Certificate Parent Workshop Leader | Hebrew University  Efrata College |
| 1988 | B.A. Criminology-Political Science | Bar Ilan University |

Work Experience

|  |  |  |
| --- | --- | --- |
| 2008 - present | Evaluator – supervisor National Organization of Community Centers | Writing and editing of evaluation reports on staff proficiency in afternoon kindergartens; pedagogical advising and training of pre-school workers |
| 2010 | Lecturer caregiver course Shmuel Hanavi Community Center | Curriculum preparation and weekly training of caregivers preparing for government exam |
| 2005 - 2008 | Home day care program supervisor, Maaleh Adumin Community Center | Administrative and organizational responsibility, ongoing training of caregivers |
| 2004 | Early childhood coordinator Homat Shmuel Community Center | Establishment of varied programs in new neighborhood, recruitment and training of workers |
| 2001 - 2003 | Area coordinator parent-infant program, "Hataf" of Hebrew University | administration of events, staff training, parental guidance workshops |
| 1999 | Day care center director, Emunnah Pisgat Ze'ev | Opening new center, administration, staff recruitment and training |
| 1993 - 1997 | Home day care program supervisor, Jerusalem municipality | Administrative and organizational responsibility, ongoing training of caregivers, liaison with welfare department |
| 1992 | Lecturer Peoples University | Co-leader of weekly parenting workshop |
| 1988 | Probation Officer, Youth Probation Service, Be'er Sheva | Guidance of youth with criminal records, court recommendations. | |
| 1982-1984 | Techers' Unit, Israel Defense Forces | Teacher of illiterate women, youth leader, commander of other soldier-teachers | |