

Melanie Coffman

Baba Sali 5/3 Beitar Illit ♦ Israel ♦ (02) 580-5930 ♦ MCwriter1@gmail.com

Profile

Experienced bilingual educator on the college level as well as English as a second language. Superior management and people skills cultivated in her position as teacher and manager of over 400 students from 12 different secondary schools throughout Israel.

Motivated, personable business professional with extensive writing experience in graduate coursework, one on one teaching and informal creative writing workshops, published articles and successful translation work in a variety of fields. Experienced in proofreading, editing and writing. Demands high standards of herself and her work. Relates to clients in a professional manner under all circumstances. A self-motivated successful multi-tasker and time- manager who never fails to get the job done.

Flexible and versatile – able to maintain a sense of humor under pressure.

Skills Summary

- ✦ Teaching/Mentoring
- ✦ Writing/Editing/Proofreading
- ✦ Computer Savvy-experience with Salesforce
- ✦ Hebrew-English Translation
- ✦ Creative Problem Solving
- ✦ Superior Customer Service
- ✦ Internet marketing/social media advertising

Professional Experience

2007-2008

In depth one on one **teaching and coaching** of students in the process of conversion to Judaism.

TRANSLATION WORK IN VARIED FIELDS

- ♦ Academic
- ♦ Legal
- ♦ Financial
- ♦ Marketing
- ♦ Newspaper Articles
- ♦ Religious Texts

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RECENT PROJECTS

TRANSLATOR FOR JEWISH FAMILY MAGAZINE SHA'AH TOVAH-EDITOR FAIGEL SAFRAN
EDITOR@SHAAHTOVAH.COM OR THE SHA'AH TOVAH OFFICE 02-580-4423.

ARTICLES PUBLISHED IN SHAAH TOVAH MAGAZINE

SEVERAL TRANSLATION PROJECTS FOR QTRANSLATIONS,
NAOMIELBINGER@GMAIL.COM

TRANSLATED BOOK "MAYAN CULTURE AND JUDAISM" BY RABBI MATISYAHU
GLAZERSON-MGLAZERSON@AOL.COM (HEBREW SPEAKER BUT UNDERSTANDS ENGLISH

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EDITED BOOK BY RABBI GLAZERSON-JANUARY 2010

EDITED EBOOK ON KABBALAH

SEVERAL TRANSLATIONS FOR LION-NET TRANSLATIONS- GERA BERANOVAN 054-469-1121 (HEBREW SPEAKER)

SEVERAL TRANSLATIONS FOR CHOICE TRANSLATIONS- MRS. SIMCHA ASHKENAZI 02-537-6383

WROTE PROPOSAL FOR HOLOCAUST MOVIE

LED CREATIVE WRITING WORKSHOPS FOR ADULTS

EXTENSIVE PROOFREADING AND SUBSTANTIVE EDITING OF ACADEMIC MATERIALS

HAMODIA MAGAZINE ARTICLE - AN UNLIKELY WEDDING

2009-2010 DATA ENTRY/ANALYSIS FOR COPORATE SOCIAL RESPONSIBILITY CAMPAIGN

2011-2013 TEACHER'S ASSISTANT IN MICHIGAN JEWISH INSTITUTE ONLINE COLLEGE

2013-2016 PROFESSOR OF JUDAIC STUDIES AT MICHIGAN JEWISH INSTITUTE

2016 MANAGED A TEAM OF 4 PEOPLE WITH FULL RESPONSIBILITY FOR ADMINISTRATION OF COURSES AND GRADES FOR OVER 400 STUDENTS

2016-PRESENT MARKETING DIRECTOR OF RABBI CHAIM COFFMAN MENTORSHIP PROGRAM FOR PEOPLE IN THE PROCESS OF CONVERTING TO ORTHODOX JUDAISM

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Education

MASTER DEGREE COURSEWORK IN CLINICAL SOCIOLOGY COMPLETED

University of North Texas, Neve Yerushalayim, 1994

BACHELOR'S DEGREE

Liberal Arts, Empire State University, 1992

Attended Binghamton University 1990- contact Rivka Slonim, Chabad House as reference.

Professional Translation Course, WritePoint, Ltd., 2008-2009