Natalie Chetboun

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EDUCATION

<u>Master of Arts in English Literature</u>: Bar Ilan University; Ramat Gan, Israel; 2013–2015
Shaindy Rudoff Graduate Program in Creative Writing; Focus: Poetry

<u>Bachelor of Arts in Journalism</u>: University of Georgia; Athens, Georgia; 2004–2008
Focus: Magazine Writing; Dean's List Scholar, cum laude

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WORK EXPERIENCE

<u>Editor</u>: IOD Tech Content; Jerusalem, Israel; 2018-present
- Edit blog posts, how-to guides, white papers, e-books, and other texts with quick turnaround times to meet deadlines
- Correct spelling and grammar errors; verify factual correctness; check texts for style, readability, clarity, flow, layout, SEO, originality, and adherence to editorial policies

<u>Managing Editor</u>: IOD Tech Content; Jerusalem, Israel; 2018-2019
- Recruited, qualified, trained, and managed team of editors and new writers
- Streamlined editorial process to ensure high-quality texts and timely delivery
- Created and maintained IOD and customer-specific editorial style guides
- Editorial point-of-contact and troubleshooter when problems arose with clients or internally between writers and editors

<u>Arts and Culture Reporter</u>: Freelance; 2013-present
- Write articles about art exhibitions, cultural events, and social-interest stories
- Conduct and edit interviews with artists and cultural figures
- Clients include *ROVA, The Jerusalem Post*, and others

<u>Foreign Press Officer</u>: The Israel Museum; Jerusalem, Israel; 2016–2017
- Wrote press releases, articles, social-media content, and other texts about Museum news, exhibitions, and events
- Point-of-contact for international news media and Israeli English-language media (online, print, tv, and film)
- Planned, managed, and led exhibition tours and press conferences for visiting journalists and VIP guests
- Strategized press outreach alongside marketing team, curators, artists, and Museum director
- Translated advertisements and other texts from Hebrew to English

Gallery Manager: Artnova Studio & Galleries; Jerusalem, Israel; 2014–2016
- Recruited, hired, trained, and managed team of employees
- Ordered and curated artworks for gallery; demonstrated studio's technique to clients and tourist groups
- Met monthly sales quotas; packaged artworks; tracked shipments

Lead Teacher (K-6th grade): The Davis Academy; Atlanta, Georgia; 2010–2012
- Created and taught over 500 original lessons focused on Jewish and Israeli art, history, and culture
- Planned and facilitated large-scale events for current and potential students and families

Co-Teacher (1st grade): Temple Israel of Hollywood; Los Angeles, CA; 2009-2010
- Assisted lead teacher in lesson planning and teaching math, science, reading, writing, Judaic Studies, and other subjects
- Participated in weekly on-site feedback sessions with lead teacher and dedicated mentor

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CERTIFICATIONS AND ADDITIONAL COURSEWORK

David Yellin College of Education / Seminar HaKibbutzim College: Israel, 2020-2021
Coursework in developmental psychology, personal theories, psychopathology, psychophysiology, and research methods

Fine Art Track: HaCubia Art School; Jerusalem, Israel; 2020-2021
Coursework in photography, sculpture, painting, drawing, ceramics, and more

Multiple Subject Teaching Credential / Certificate of Jewish Education: 2009-2010
DeLet Fellowship, Hebrew Union College-Jewish Institute of Religion; Los Angeles, CA
Certified teacher in California, Georgia, and Israel

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ACCOMPLISHMENTS

Assistant Poetry Editor: *Atticus Review*; 2017
- Reviewed daily poetry submissions for online and print publication

Glass Leadership Institute: The Anti-Defamation League; Atlanta, Georgia; 2011–2012
- Inducted into ADL's cornerstone leadership development program focusing on social justice issues and human rights advocacy

McGill Fellow: The University of Georgia; Athens, Georgia; 2007
- One of 12 undergraduate and graduate students selected to participate in The McGill Symposium, where participants and leading journalists discuss journalistic courage and prepare case studies on how it is exemplified