

NOA GRANOT - CV

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SKILLS AND OBJECTIVES

I am seeking freelance work in copyediting, copywriting, translation, and other language services.

I am bilingual, with a deep understanding of both Israeli and American/Anglo Saxon culture, and can adapt to both through language. My employers speak highly of the efficiency and precision of my work. I have been referred to by my employers as responsible, reliable and dedicated, having successfully fulfilled my tasks with great care and responsibility.

WORK EXPERIENCE

2013-2015 - MADA Energie Ltd. Jerusalem, Israel

MADA Energie Ltd. is a startup company in the field of Energy Storage, founded by Arnold J. Goldman.

My position at MADA involved:

-Copyediting and copywriting, document control and translation for the IP, corporate communications, finance and law departments. Created effective modules and presentations for sales and investors.

-Compiled and managed the initial content for the MADA Energie website: www.madaenergie.com.

-Corporate communication assistant and writer to the CEO. In this position I initiated contact, conveyed offers, and coordinated meetings or projects with potential partners and clients from all over the world. In doing so I sharpened my sensitivity to cross-cultural communication.

-Administration and office management in a constantly changing, fast paced environment. In this context, I played an active role in establishing MADA Energie's offices in Jerusalem.

2012-2014 - National Library of Israel Jerusalem, Israel

Cataloguing articles in various languages and other technical services at Rambit (Index of Articles on Jewish Studies). During my employment I achieved strong command of the ALEPH cataloguing program and contributed significantly to the department's overall efficiency, having worked with great precision and speed.

2010 - PALS International Troy, Michigan

I was a Hebrew instructor at a company that offers language and cross-cultural training for businesspeople.

During my employment I designed, developed, and taught a Hebrew course based on the company's method for language learning.

EDUCATION

2010-2013 - Hebrew University Jerusalem, Israel

B.A. Linguistics and Romance Philology

2014 - Writepoint Jerusalem, Israel

Technical Writing training course

2009-2010 - Wayne State University Detroit, Michigan

Spanish Language and Literature and Linguistics, B.A. Studies

2008-2009 - Ben Gurion University Be'er Sheva, Israel

Israel, Jewish, and Environmental Studies at the Overseas Student Program