



PROFILE

Dedicated and loyal professional with an extensive background and expertise in English language writing and editing. Personable and easy to work with. Experienced team coordinator, naturally collaborative, and passionate about the written word.

CONTACT

TELEPHONE:
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LINKEDIN:
[Rachel Meghnagi](#)

KEY SKILLS

- High level language and written communication skills
- Attention to detail
- Logical and organised
- Team management
- Project management
- Problem solving
- Proficient in publishing software
- Scheduling
- Client liaison
- Type 70+ WPM
- Languages: English mother tongue, good spoken and written Hebrew

RACHEL MEGHNAGI

WORK HISTORY

Managing Editor

Koren Publishers Jerusalem Ltd, Jerusalem 2008–2020

Headed the English Language Editing Department with responsibilities for managing all aspects of the publication process, from book concept, through manuscript content editing and copyediting, typesetting decisions, blueprint proofing, and print processing. Managed teams of sub-editors, translators and proofreaders, and coordinated schedules of work. Content writer for promotional purposes as well as part of the translation process. Responsible for liaising directly with authors and institutions throughout each project and after completion. Compiled indexes and style guides and established algorithms for their application.

Editor and Proofreader

Freelance 2007–2008

Provided full editing and proofreading services to a range of clients including authors, journalists, and web-based writers. Used both manual and software-based editing protocols.

Prior to 2007 – Worked as hotel receptionist, in my own business, and in the voluntary sector, including retail and public advisory service.

EDUCATION

University of Leeds, Leeds, UK 2002

Bachelor of Arts in English Language and Literature (BA Hons)

The Henrietta Barnett School, London, UK 1997

A Levels in English, Geography, Economics (A, A, B)

The Henrietta Barnett School, London, UK 1993–1995

GCSEs in thirteen subjects including French, German, Latin, and Modern Hebrew (A*-A).

PERSONAL SKILLS

As a mother of seven I have learned to be an efficient multitasker and flexible problem solver. I enjoy puzzles and quizzes and am a quick and enthusiastic learner. Self-motivated to acquire new skills, currently focusing on computer programming.