

TAMAR LAFONTAINE

OFFERING CAPABILITIES IN:

- Editing and Proofreading
- Content Creation and Curation
- Print and Electronic Media
- News and Feature Writing, Copywriting, Grant Writing, Academic Writing

EDUCATION:

- Wesleyan University, Middletown, CT
B.A., Sociology
- Bar-Ilan University, Ramat Gan, Israel
M.A., Creative Writing
- Ort College of Design, Jerusalem, Israel
Certificate in Graphic Design
- Mati Digital, Jerusalem, Israel
Certificate in Social Media Management and Online Marketing

SPECIAL SKILLS:

- Windows and MS Office (Word, Excel, Outlook and PowerPoint)
- Adobe Photoshop, Illustrator, InDesign (CS5, CS6, Creative Cloud Series)
- Associated Press Stylebook

PROFESSIONAL EXPERIENCE:

Health and Community Services Center

Grant Writer

Jerusalem, Israel

August '13-Present

- Researched and contacted potential donors and grantors.
- Prepared and submitted grant proposals and donor reports. Wrote and developed grant programs.
- Maintained grant calendar and files. Cultivated donor relationships.

National Institute for Testing and Evaluation

Proofreader

Jerusalem, Israel

October '08-Present

- Edited and revised test content for university entrance exams.
- Provided editorial support to team members in various departments.
- Reviewed copy for errors in grammar, syntax, usage, punctuation, spelling, capitalization and other mechanics of editorial style.
- Reviewed educational products for substantive issues in readability, organization, factuality and agreement with development standards.

GreenPoint Global Publishing

Managing Editor

Jerusalem, Israel

May '11-October '11

- Oversaw all aspects of web content project for business news website. Developed content creation plan to execute client's branding strategy and consumer messaging.
- Interviewed and hired team of 35 writers and editors. Designed and led staff training. Worked with writers to resolve content issues.
- Oversaw high-volume and high-quality short-form content production under tight deadline. Provided content strategy and direction as well as editorial perspective during each stage.
- Proofread and performed copy revisions. Maintained client style guidelines and ensured all copy standards were implemented correctly and consistently.
- Used content management system to compile content and track assignments.
- Prioritized daily tasks to meet deadlines. Accountable for timely delivery of all content.

The Jerusalem Report

Copy Editor

Jerusalem, Israel
June '10-February '11

- Proofread, edited and translated articles for international bimonthly news magazine.
- Ensured that content was accurate, free of error, easy to read and consistent with AP style as well as publication tone and voice.
- Communicated with reporters. Wrote headlines and taglines. Proofed layout.

Home Services Portal

Copywriter

Tel Aviv, Israel
March '07-June '07

- Copywriting, proofreading and editing of online marketing collaterals for revenue-generating portal.
- Industry research. Crafted short-form compelling B2C SEO copy.

The Jerusalem Post

Associate Editor

Jerusalem, Israel
March '05-October '09

- Developed, edited and wrote content for daily and weekly newspaper.
- Fact-checked, edited and proofed articles under deadline. AP style compliance.
- Ensured grammatically clean and readable long-form copy as well as effective headlines, taglines and photographs. Guided and reviewed graphic layouts in all phases of completion.
- Tracked status of submissions and obtained additional information as necessary. Coached new writers.
- Conducted in-the-field, archival and online research. Interviewed and photographed subjects.
- Coordinated news reports from staff reporters and radio, TV and digital news sources.