

# Sharon D. Hellerman

## Translation, Editing & Content Writing

Address: Herzilyah, Israel  
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Nationality: Israeli & South African  
Languages: Hebrew & English (MT)  
Age & Gender: 30, Female  
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### Experience\*

- 2015 – **Freelance Translator, Editor and Content Writer**
- 2014 – **Senior SEM Account Manager and Website Owner, WebPals Inc.** - Website owner (management) and content writer.
- 2012-2014 – **Senior SEM Account Manager, XWise**
- 2010-2013 – **Part-time Consultant, Translator & Editor, World Bank Urban Planning Projects, Shapira-Hellerman Planners** - Survey analysis, report drafting, translation (Hebrew to English), editing, referencing and proofreading for various World Bank projects.
- 2008-2011 – **Personal Assistant to the Chief Scientist, C.En Ltd.** - Referencing and editing of scientific papers for journals and proceedings. Developing scientific marketing materials. Website owner and content writer.
- 2007-2008 – **Personal Assistant to the C.E.O, Mediline Ltd.** - Including translation (Hebrew to English) of medical marketing materials.

\*References available upon request

### Key Skills

- Professional, hard-working and results driven
- Reliable and trustworthy
- Detail oriented and precise
- Full proficiency in Microsoft® Windows environments (Word, Excel, PowerPoint and Outlook), Wordpress, CMS Platforms

### Education

- 2010-2013 – **MBA - Marketing and Advertising (Distinction), The College of Management (Michlalah Leminhah)**
  - Dean's Merit List
  - Faculty Scholarship
- 2007 – **Teaching English as a Foreign Language (TEFL) Certificate, OWL School**
- 2004-2006 – **BA - Psychology and Sociology (Distinction), University of Cape Town**
  - Dean's Merit List
  - Faculty Scholarship
  - 7 academic awards

### Profile

- Over the past seven years I have had the opportunity to gain in-depth experience in translation (Hebrew to English), editing, proofreading, referencing & content writing
- I approach my work seriously and put a lot of emphasis on the characteristics of the document (including the style and type of language used and the context of the document)
- I have solid experience in:
  - Translation & editing of medical marketing materials, scientific journal articles and academic papers
  - Copywriting for green energy and online gaming websites
  - Referencing and proofreading of professional documents for official publication