

Professional Experience

2004-to date: Independent Content & Media Strategy Services Provider

Providing professional translation, editing, writing and media strategy services for the private, public and business sectors. Specializing in: Press releases ▪ News & Features ▪ Political writing ▪ Speech-writing ▪ Business correspondence ▪ Abstracts & Briefs ▪ Tailor-made media crisis management solutions ▪ Manuscripts & Books ▪ Presentations ▪ Legal correspondence & Contracts ▪ Online content management ▪ Online corporate image management ▪ Training content teams for companies seeking to keep the service in-house.
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2007-2013: Managing Editor, [Ynetnews](#)

English sister-site to [Ynet](#), Israel's leading news and content website: Translating, editing and compiling news and feature stories, real-time news updates and in-depth reports of various styles ▪ **Desk manager:** Selecting and prioritizing the stories posted on the website, quality control over translated material, and managing a team of translators ▪ **Special projects:** Creator and chief editor of the [Environment Channel](#), as well as [special coverage](#) projects ▪ **HR:** Handling all aspects of screening and hiring potential editors.

2010: Editor, The Israeli Export Institute [\[IEI\]](#)

Translator & Editor for IEI's English website, as part of a one-year outsourcing project.

2009: Editor, The Israeli Diamond Institute [\[IDI\]](#)

Translator & Editor for IDI's English website, as part of a one-year outsourcing project.

1997-2007: Haaretz Daily Newspaper

2002-2007 **Translator:** The International News Desk ▪ Health Magazine: chief translator and contributing writer ▪ [Haaretz](#) Weekend Magazine ▪ Special issues.

1999-2000 **Assignment Editor, the News Division:** Follow-ups on the assignments given to the news staff ▪ Ensuring department deadlines are met ▪ Assigning staff tasks for the following day ▪ General facilitation in "putting the paper to bed."

1997-2007 **Executive Assistant to the Senior Editors:** Assistant to the editor in chief, managing editor and senior section editors ▪ Maintaining multiple schedules ▪ Handling business & legal correspondence ▪ Creating and maintaining long-term working relations with various State bureaus and military and national security agencies, as well as diplomatic, academic, media and syndication organizations worldwide ▪ Providing HR assistance to the senior editors.

Education

- [Ongoing] The Home Front Defense & Security Program, *the Beit Berl College*
- Graduate of the Political Strategy & Media Relations Program, *Israeli Center for Political Training*
- Graduate of the Media & Public Relations Program, *Ramat Gan College*
- Graduate of the Mediation Program, the *Gome Center for Mediation and Arbitration*
- Interdisciplinary studies: Media & Communications, Classic & Ancient History, the *Open University*

Languages:

- English & Hebrew: Mother tongues
- Spanish: Intermediate level

Military Service

IDF Spokesman's Division

1995-1996 Media and Communications NCO ▪ Liaison to the foreign embassies & military attach?s in Israel.

More about Me:

A seasoned translator in integrated English>Hebrew>English formats ▪ Highly experienced administrator ▪ Extensive, firsthand knowledge of the inner workings of both the print and online media ▪ Proficient in all Office applications ▪ Thorough ▪ Discreet ▪ A wide-ranged multitasker ▪ Comfortable with new technology ▪ A team player ▪ Israeli born ▪ Living in the Tel Aviv area.

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