

MARINA SPIVAK

spivakmar@gmail.com
(+972) 587698332

A committed, proactive and multilingual professional with extensive translation, research and customer service experience. Able to learn quickly and work well on own initiative and in a team while demonstrating the organisation and prioritisation required to meet deadlines. A highly motivated person who possesses excellent written and oral communication skills in several languages and enjoys being part of a successful and productive team.

LANGUAGES

English	Advanced
Hebrew	Advanced
Russian	Native Speaker
Polish	Advanced
Estonian	Advanced
Czech	Intermediate

PROFESSIONAL EXPERIENCE

Technical Translator

Medinol Ltd (Jerusalem, Israel). 2018-now

Translating medical and technical documents from English and Hebrew to Russian.

Proofreading, editing, and revising of translated materials.

Adapting software and accompanying technical documents to another language and culture.

Researcher

Yad Vashem World Center for Holocaust Research (Jerusalem, Israel). 2015-2017

Translating written and video testimonies from Polish to English.

Analyzing and researching archival materials.

Writing and editing articles and reports.

International Customer Support Representative

Morek IT (Tallinn, Estonia) 2013-2014

Providing information about products and services in Polish, English and Estonian.

Taking orders, calculating charges and processing billing or payments.

Handling returns or complaints.

Freelance Translator

Translation Office Kayade (Tallinn, Estonia) 2012-2016

Providing translation and interpretation service from Estonian to Polish and Russian.

Converting documents and articles from one language into another.

Russian Language Teacher**Language School *Emajoe* (Tartu, Estonia) 2011-2012**

Teaching Russian as a foreign language.

Planning lessons to meet curriculum standards.

Preparing classroom and coursework materials.

EDUCATION

University of Tartu (Estonia), 2010-2012

MA in Eastern European Languages

University of Tartu (Estonia), 2007-2010

*BA in Russian and Eastern European Languages***PROFESSIONAL TRAINING**

Ulpan Etzion (Jerusalem), 2014-2015. Hebrew Language Course

University of Warsaw (Warsaw, Poland), 2012. Polish Language School

Masaryk University (Brno, Czech Republic), 2011. Czech Language School

PROGRAMS AND VOLUNTEERING

Masa Israel At Zion. The Israel Experience (Jerusalem), 2014-2015

Akim Israel. Volunteering in Center for Adults with Intellectual Disabilities (Jerusalem), 2014

International Conferences for Young Linguists (Tartu, Estonia), 2011-2013