

Yael Assouline

Mevasseret Tzion, Israel
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Summary:

- Literary Translation MA Student with experience in translation, proofreading, and editing.
- Organizational abilities, independent work, initiative and time management.

Education:

2020 – currently | M.A in English Literary Translation, Bar-Ilan University.

2017 – 2020 | Joint B.A in English Literature and Linguistics, Hebrew University of Jerusalem.

2019 | Studies abroad (Student Exchange program) in English Literature, McGill University, Canada.

Work experience:

2019 – currently **Freelance Translator**

- Hebrew-English and English-Hebrew translation, editing, and proofreading in any field.

2020 – currently **Hebrew-English translator, Sphinx research and consulting**

- Hebrew-English and English-Hebrew translation of business presentations and documents.
- Translation and summarization of weekly market updates.
- Editing and proofreading documents.

2016 – currently **Medical secretary, “Briuta” medical center**

- Schedule management for up to 40 doctors.
- Office management- logistics, customer service and administrative work.
- Management of social media accounts.

2020 **English second language instructor, ProMUNers**

- Teaching English workshops to middle school pupils from all backgrounds.

Military service and experience: 2013-2016 | discharged at lieutenant rank.

2015 – 2016 **Instruction development officer in Officer School**

- Development and management of professional projects.
- Development of content files and initiation booklets for commanders.
- Institutionalization and conservation of the unit’s professional knowledge.

2014 – 2015 **Instruction officer, Paratroopers Training Base**

- Command of 10 instructors.
- Leading professional discussions with senior officers.

2013 – 2014 **Artillery instructor**

- Lesson development for the unit’s soldiers.
- Management of multiple instructional projects at once.

Training, languages and program knowledge:

- Languages: English, Hebrew - fluent | French- advanced | Indonesian, Italian - intermediate
- Officer school and Instruction development officer course.
- Programs: Office, Photoshop, Movie Maker, iMovie. Websites: YouTube, Wordpress, Etsy, Shopify.