



- ✓ **Translation Tools: MemoQ, Memsources, Wordfast, Subtitle Edit.**
- ✓ **Highly meticulous and detail-oriented.**
- ✓ **Meeting deadlines without sacrificing quality.**

### **Education:**

2019-2020: **Diploma in Translation**, Beit Berl College.

2016-2020: **MA in American History**, Hebrew University of Jerusalem.

2012-2016: **BA in Psychology and History**, Hebrew University of Jerusalem.

### **Employment History:**

2021 – present: **Hebrew Language Specialist, Booking.com**. In charge of translation and localization at Booking.com. Working on the translation and localization of the website, the app, marketing materials and all other content produced by Booking.com and its partners. In charge of quality assurance of the Hebrew content, both of the in-house team and of the freelancers. Creating and maintaining different glossaries and style guides.

2019 – present: **Freelance Translator, working with private customers and translation agencies**

- Experience in academic translation. Mostly working with private clients.
- Experience in commercial translation and the translation of marketing materials.
- Experience in localization, working on Google and Amazon projects, among other, via translation agencies.

2018 – 2019: **Administrative positions in conjunction with academic studies** (MA with Dissertation)

Teaching assistant, Hebrew University | Research assistant, Hebrew University

Managerial Assistant for the “Wheels of Love” charity bike ride for Alyn Hospital

**Planning and implementation of the schedule ahead of the trip, balancing the demands of many different intra- and inter-organizational actors**

- **Work in a digital environment**, handling communications and emails, data collection, report preparation, printing, filing etc...
- **Creating and coordinating two pathways** for the 19th trip, including safety coordination with local authorities, military and police.
- **Taking price quotes for the necessary services** as part of regular communication with service providers.

Hebrew Teacher, Ulpan La-Inyan

- Teaching Hebrew to adults who immigrated to the country. Worked with both groups and individuals, in both frontal and online lessons.

2014-2017: **Mosaica Centre for Conflict Resolution by Agreement**

**Community and intake coordinator** (2015-2017)

- **Coordinated all reconciliation requests**, signposting to the relevant experts and following through until resolution of the request.
- **Day to day office management** including responding to requests, processing a range of documents, handling communications, purchasing, office maintenance.
- **Responsible for the organization's social media management**

**Languages:** Hebrew – Native. English – Fluent. Spanish – Beginner.

**Computer skills:** Microsoft Office (Outlook, Word, Excel, PowerPoint) – touch-typing in Hebrew and English

\*References may be provided upon request.