

Yael Nachumi – Translation, Editing & Writing Services Excellence Security Solutions Ltd.

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General:

- **Hebrew, English translator and editor (Freelance).**
- Over 20 years of experience in editing & translating documents in various fields including business, commercial, technical, marketing, financial, legal & insurance, civil engineering, academic and much more
- BA in Psychology & MA in Organizational Sociology from Tel Aviv University
- Completed Technical & Marketing Communications Course (500 hours)
- 2-year IDF Military Service as translator
- Document & Knowledge Management professional with over 4 years of experience in document management and control for large transportation projects
- Background in Human Resources, marketing communications and event organization
- Managerial Experience
- Good command of document and knowledge management systems and software

Professional Experience:

- 2010 onwards** As a **full Time Hebrew & English Freelance Translator & Editor** I regularly provide translation and editing services to a wide range of clients in Israel and abroad, including construction and civil engineering corporations, industrial plants, media organizations, law firms, insurance companies, universities, and others.
Specifically, I have been providing ongoing translations of tenders and project documentation for some of Israel's largest transportation and infrastructure projects including:
- **The Tel Aviv light rail project Red Line on behalf of Danya Cebus and others**
 - **The Dalia Power station on behalf of Dalia Energies**
 - **Energean Oil & Gas exploration works on behalf of Energean Israel**
 - **O&M JWay tender on behalf of Electra Concessions and others**
 - **Green Line tender on behalf of PMEC and others, and more...**
- 2007-2009** **Document Control Manager at NTA - Tel Aviv Metropolitan Light rail Construction Project** – Managed the company's Document Control Center (DCC) - checking and controlling all incoming & outgoing engineering documentation, conducting QA procedures to assure documentation quality & standardization, record management follow up within the organization, support to engineering teams & coordinating between various parties in and out of the organization, implementation of data management systems, development of related procedures and employee training.
- 2005-2007** **Professional Manager at Shambit Loss Adjusters, Surveyors and Risk Management.** Coordinated the work of Loss adjusters, engineers, agronomists, lawyers and insurance personnel, wrote and edited loss assessment reports and controlled overall tasks, to ensure workflow and schedule management.
- 2003-2005** **Control coordinator, Derech Eretz Construction Joint Venture for the design and construction of the Cross Israel Highway (~800 million US\$ BOT project).** Managed project control databases and their presentation to project management and engineering teams, data collection, editing and production of the project's monthly progress & financial reports, writing, editing and translation of documentation, reports & presentations.
- 2000-2001** **Human Resources Manager and Marcom, GoSMS.** In charge of recruiting, interviewing applicants, employee welfare and benefits. As Marcom – responsibility over the production of marketing material, correspondence and organizing towards participation in professional events.
- 1999-2000** **Conference Coordinator, Ortra, Israeli organizer of conferences & special events.** Organized international and Israeli academic conferences and events, coordinated between organizing committees, International speakers and service providers.

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Writing Experience

- ⇒ Translated thousands of business, commercial & technical documents from Hebrew to English and vice versa. My fields of expertise include technology, security, communications, civil engineering, marketing & advertising, insurance, legal, finance, agriculture, and much more
 - ⇒ Edited and translated dozens of Academic articles in various fields including Project Management, Marketing, Psychology, Sociology, History, Architecture and more
 - ⇒ Routinely proofread and edit all outgoing English correspondence and documentation for large commercial organizations in Israel
 - ⇒ Translated for 'Forbes Magazine', Israel (SBC Magazines Group)
 - ⇒ Provide web content translation, editing and localization
 - ⇒ Edited books in English and Hebrew (psychology, project management, history, and more)
 - ⇒ Compiled Monthly Progress Reports, Financial Reports and marketing collateral for various organizations and projects
 - ⇒ Developed, translated and edited organizational procedures and forms in various fields
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Computer Skills

- ⇒ Excellent command of Microsoft Word, Excel, PowerPoint, Outlook and other designated tools.
- ⇒ SDL Trados Studio 2019 and other CAT tools