

# Chaya Jacobowitz

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## Job Objective

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Although I am partially occupied, some of my clients have experienced low work volume ever since the outbreak of the Covid 19 pandemic, which has left me with more time at hand to accept additional translation jobs just now.

## Experience

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### Independent Translator

From 2017 – Present

Since 2015 I've been operating contractor engaged mostly in translation jobs from Hebrew to English and vice versa. I have been doing translation jobs for Call Translations, TransPerfect, Right4You, Globus, TFE, Helena Translations as well as for private parties, including translations of entire manuscripts. I have experience with legal, literary, news items, commercial and marketing documents, a wide variety of forms and official documents and other content translations including internet sites.

### TFE – Transcription for Everyone

From 2016 – Present

Translator, file sorting by specific criterion using advanced searches and using a spreadsheet. All Hebrew English, English Hebrew translations arriving at the site - are forwarded to me.

### Michigan Jewish Institute

From May, 2008–To March

Financial Aid Liaison.

Responsibilities: I managed a team of three FA assistants, who helped students and parents with form filling and sending relevant material in order to apply for Financial Aid, including FAFSA filling, Verification Worksheets and related material. I managed lists of students from about 30 schools using Microsoft Access. Our team was also managing data on Salesforce and CAMS application for student enrollment management.

### Chabad Online.

From June 2005–To August

2007 Translator.

Responsibilities: I translated ongoing news items, 20-30 a day, including evenings. This was a tasking job that required many hours near the computer. Mostly I translated Hebrew to English. In some cases I translated English to Hebrew.

### Rabbinical Center of Europe, (Online).

From 2002 –To

2005 Translator.

Responsibilities: I translated for the RCE both from English to Hebrew and from Hebrew to English. The organization's president would deliver me articles, essays or other texts to translate and I would return these translated. Only some of the translations were done for the site per se.

### Beit Chana, (Teaching Position).

From 1983 –To 2001

High School Teacher.

Responsibilities: I taught English Hebrew and other subjects at a local high school. In the summer I organized a summer camp for girls, being self-employed. I did not enter it here as a separate entry, although I managed the summer camp for 13 years.

## Accomplishments

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### **Timely and Efficient Registration:**

I'm proud to admit that my team and I met the goals of our superiors and completed the student's registrations quicker and more efficiently than other teams doing the same jobs for other schools. This may be because I had most experience with this work and that I'd been using Microsoft Access to arrange the data we needed for our work.

### **Registrations tasks done for other teams:**

Our team was typically asked to assist other teams with their registration tasks, after we completed our job, since they were unable to complete their expected quota by a given date. We are proud to have been able to assist other teams with their tasks.

### **Translations\***

I have many English-Hebrew, Hebrew-English Translated documents on my drive. Accumulated work of close to 20 years of translations of documents of all lengths and a wide range of subjects. I have translated legal, literary (including poems), religious, historical, informational and a variety of documents in many fields.

## Education

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### **University / Open University of Israel**

Dates Attended: **1986 - 1992**

Bachelor's Degree in Humanities, Attached Certificate indicates Graduation with Excellence

### **College / Beit Rivka, Kfar Chabad,**

Dates Attended: 1972 - 1976

Senior Teacher's Degree, including further studies recognized and certified by the Dept. of Education

## Special Skills

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I've mentioned that I had managed a team. I've also had experience in creating multi-media presentations (in Hebrew though) that were sold to educational institutes. I am also capable of creating presentations in English on various contents.

I am well acquainted with Microsoft Office applications. Aside of Access which I've already mentioned, I am well acquainted with Excel, Word, PowerPoint, Outlook and Adobe Acrobat X (the advanced version) and some Photoshop. For translations I use Cat tools such as Wordfast, Matecat and Smartcat.

I have skills of reading, writing and speaking both in English and in Hebrew on mother tongue level.

\*References attached