


## PERSONAL INFORMATION

## Dorit Attar



 HaSadeh St. POB 66, Gan Yoshiya, Heffer 3885000, Israel

 972-4-6258416  972-52-2205057

 [attar.dorit@gmail.com](mailto:attar.dorit@gmail.com)

 [www.attargum.com](http://www.attargum.com)

Sex F | Date of birth 15/02/1967 | Nationality Israeli

## JOB APPLIED FOR

## Hebrew Translator and Editor

## WORK EXPERIENCE

From 1994 until today

## Self employed English to Hebrew translator and editor

Working with various industry clients and translation agencies.

- Banking: translating for Bank of Israel since 2004 – original Basel standards and related international and comparative documents for banking supervision, research papers, Governor's speeches
- Finance: financial statements, due diligence, stock plans, press releases
- Business and Marcom: company and product brochures, corporate websites, codes of conduct, ethics, employee training, corporate social responsibility reports, correspondence, bios
- Legal: contracts, benefit plans, corporate policies, articles of association, court papers, wills, legal opinions, all types of commercial agreements, website terms and conditions
- Medical: consumer leaflets, medical device brochures, clinical trial forms of all types, cosmetic, health and lifestyle
- Technical: localization, telecommunications, applications, UI, Help
- Other: commercial products, international bodies, NGO's, education, environment, parenting

**Business or sector** Translation and linguistics

## EDUCATION AND TRAINING

1995-1998

## Diploma of Translation and Consecutive Interpreting

Graduated with Distinction

Bar-Ilan University, Ramat Gan, Israel

1990-1993

## B.A. South East Asian Studies with French &amp; Linguistics

Graduated with Distinction

Hebrew University, Jerusalem, Israel

- Japanese language and culture
- Courses in business management and economics

1988

## French and Linguistics

Tel Aviv University, Tel Aviv, Israel

## PERSONAL SKILLS

Mother tongue

Hebrew

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	B2
French	A2	A2	A2	A2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
 Common European Framework of Reference for Languages

**Communication skills** ▪ good communication skills gained through my everyday correspondence and work with clients, other linguists and translators community

**Organisational / managerial skills** ▪ very organized  
 ▪ good team work

**Job-related skills** ▪ use MemoQ 2015  
 ▪ pays great attention to details  
 ▪ responsive to client's instructions and requirements  
 ▪ professional and punctual

**Computer skills** ▪ very good command of Microsoft Office™ tools  
 ▪ experienced user of CAT tools (above)  
 ▪ intelligent user of online resources

**Other skills** ▪ choir singer, built and maintain [website](#) for my choir  
 ▪ practice Nia dance

**Driving licence** ▪ A

ADDITIONAL INFORMATION

**Memberships** ▪ former Member of the Israel Translators Association

**Projects** ▪ Bank of Israel Basel rules and hundreds of related documents  
 ▪ Websites: Intel, Pampers, Citibank  
 ▪ Other: HP, Oracle, Intel Education, Microsoft, Norton, Scitex, ICL, Bezeq