

# To Whom It May Concern:

My career experience and talents can be categorized under three major headings. I have included my background in all three areas in one resume for the sake of the potential employer who is seeking a worker with a combination of skills. For the sake of organization and clarity I have divided my resume into three sections, presenting my varied qualifications as distinct skill sets, despite the overlapping that may occur in the actual workplace. Click on a heading to jump to the details.



## 1 Multilingual DTP & Graphic Design

This category includes: Original multilingual typesetting, graphic design and layout, as well as localization (resetting existing material into other languages). Media produced includes: Books, booklets, brochures, manuals, advertisements and packaging materials.  
My experience in this area began in 1985.

## 2 Web Programming, Design & Presentations

This category includes: Conceptualizing, designing, programming and maintaining commercial web presences and marketing presentations.  
My experience in this area began in 1996.

## 3 Technical Writing Translation & Marketing

This category includes: Writing technical manuals and instruction sheets, on-line help, translating technical materials from Hebrew to English and creating marketing copy for high-tech products and services.  
My experience in this area began in 1999.

The common denominator of all three categories is my responsible, dedicated attention to details, creative approaches to technical difficulties, ability to work well alone or as a team member, and willingness to provide the client or employer with the best possible product within a pre-defined time and budget.

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Email: [kapiloff@extraordinarysolutions.com](mailto:kapiloff@extraordinarysolutions.com)

Web site: [www.extraordinarysolutions.com](http://www.extraordinarysolutions.com)

Joel (Yechiel) Kapiloff

# 1 Multilingual Desktop Publishing, Graphic Design and Localization

I entered the multilingual desktop publishing and graphic design market in Israel in 1985, making the best of relatively primitive tools in a new field where the methods of going from proposal to print were still largely experimental. My first work was on a Mac 512 with a dot matrix printer. Even as the technology advanced, some of my early clients felt that the computer and digital printer combination could never replace conventional typesetting for clarity and quality. We have come a long way since then, and I continually strive to become familiar with and employ the latest advances. My work over the years has been for clientele who expect only the highest standards in print and design.

I work on both Macintosh and PC platforms. Following is a list of software tools I use in my production work:

FrameMaker, InDesignME, PageMaker, Quark, PhotoshopME, PSP, Freehand, IllustratorME, Xara 3D, ULead 3D, CorelDraw, AcrobatME, PowerPoint, Fireworks.

Among employers and freelance clients with whom I have had the pleasure of working are:

[Note: Some online samples are large, and are best viewed with a broadband connection.]

Client/Employer	Contact Information	Project Description and Dates	Client Comments
Berlitz (now Bowne Global)	Vivienne Kerrigan Projects Director Dublin, Ireland +353-1-202-1206 <a href="mailto:Vivienne.Kerrigan@Berlitz.ie">Vivienne Kerrigan@Berlitz.ie</a>	Freelance, ongoing. Multilingual DTP, including Hebrew, Thai, Chinese, Japanese, Korean, Indonesian and Vietnamese. End user instructions and packaging materials for high-tech companies such as HP. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/HP.pdf">http://www.extraordinarysolutions.com/extraordinarysolutions/HP.pdf</a> (170kb file) 04/03 to present.	Thanks for this quick turn around - I'm very impressed... When we're under time pressure we prefer the proven reliability of your services over our regular Asian vendor. Maggie Geddie Project Manager
Community Connections	Mendy Pinkasovitch Monsey, NY (845) 371 2222 <a href="mailto:ads@371-2222.com">ads@371-2222.com</a>	Freelance, ongoing. Advertising. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/connections.pdf">http://www.extraordinarysolutions.com/extraordinarysolutions/connections.pdf</a> (663kb file) 04/04 to present	The client was thrilled with the ad. Mrs. Ganz
Information Security Technologies, Inc.	Daniel Arnstein, CEO Monsey, NY Tel. (845) 548-8151 <a href="mailto:danielarnstein@earthlink.net">danielarnstein@earthlink.net</a>	Freelance, ongoing. Creative design and production of monthly newsletter. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/Bamidbar_04.pdf">http://www.extraordinarysolutions.com/extraordinarysolutions/Bamidbar_04.pdf</a> (500kb file) 04/04 to present	Great layout and excellent timing! Everyone who saw it commented on the very professional appearance.
Tszorf Translations	Maurice Tszorf Binyamina, Israel Tel. +972-4-6380557 <a href="mailto:info@translingua.net">info@translingua.net</a>	Freelance, ongoing. Quick, accurate and competitive Hebrew/English localization. Users' manuals and guides for: Nokia. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/Nokia.pdf">http://www.extraordinarysolutions.com/extraordinarysolutions/Nokia.pdf</a> (35k file) 05/02 to present	just wanted to share with you the client's reactions to the first batch of the Nokia manual ... "I have received the first batch, and it looks great." "Overall I am very, very happy with the layout." "Thanks for a great job"
Targem Translations	Wolf Markowitz Brooklyn, NY Tel. (718) 384-8040 <a href="mailto:wolf.markowitz@verizon.net">wolf.markowitz@verizon.net</a>	Freelance, ongoing. Provide cross platform localization output in English, Hebrew, Yiddish, Spanish, Russian, Chinese, and Japanese for advertisements, booklets, and brochures. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/Rights.pdf">http://www.extraordinarysolutions.com/extraordinarysolutions/Rights.pdf</a> (270k file) 12/02 to present	...the work is excellent, and I can only say that I regret that I didn't know about you in the past... Esther
Studio Godelli	Roberto Godelli Head Tel. +972-9-794 7254 <a href="mailto:maxi@netvision.net.il">maxi@netvision.net.il</a>	Freelance, ongoing. Quick, accurate and competitive Hebrew/English localization. Users manuals, guides and posters for: Compaq, Nokia, LexMark, HP and Minolta. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/localize.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/localize.htm</a> 01/2002 to present	

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Client/Employer	Contact Information	Project Description and Dates	Client Comments
Meridian Translation Technologies	Susan Wolf, CEO Tel. +972 2 930 9172 <a href="mailto:susanw@netvision.net.il">susanw@netvision.net.il</a>	Freelance and Full time in-house graphics and DTP specialist. Projects included localization and recreation of packaging materials, users' manuals, advertising and posters (as well as web and Flash localization work). Output languages included almost every group from East and West European, Asian and Middle Eastern. Work was done on both Macintosh and PC platforms using a wide variety of DTP and graphics programs. I completed projects for the following companies while working at Meridian: ATI, BackWeb, Bamboo, Berlitz, Bulldog, Caterpillar, Comfy, Converse, CommTouch, DeltaThree, FIS, GuruNet-Atomica, iMDSOft, Lionbridge, Mendez, Microsoft, Mind CTI, Net2Phone, NomadIQ-Omnisky, Orbotech, Oridion, PictureVision, QBEO, Slangsoft, Tradeum-Vertical Net and VersaWare. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/localize2.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/localize2.htm</a> For a Flash presentation that I created to showcase much of my work at Meridian, see: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/meridian.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/meridian.htm</a> Dates: 03/99-12/01	See recommendation from employer: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/meridian_recom.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/meridian_recom.htm</a>
Feldheim Publishers	Joyce Bennett, Senior Editor Feldheim Publishers Tel. +972 2 651 3947 <a href="mailto:editors2@netvision.net.il">editors2@netvision.net.il</a>	Freelance. Production of a series of high quality books. See samples at: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/books.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/books.htm</a> Dates: 1990-2000	See remarks from Marci Tabak, then Editor in Chief at Feldheim <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/feldheim.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/feldheim.htm</a>
Hanoch Teller	Hanoch Teller Jerusalem, Israel Tel. +972 2 582 3919	Freelance. Production Books and anthologies with special graphic effects. See samples at: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/books.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/books.htm</a> Dates: 1990-1995	
Reishit Yerushalayim	Rabbi Ari Marcus, Head Beit Shemesh, Israel Tel. +972 2 999 5967	Freelance. Precision typeset Hebrew/English books. See samples at: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/books.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/books.htm</a> Dates: 1991-1997	
Professor M. Piamenta	Department Head Arabic Language and Literature, Hebrew University, Jerusalem, Israel Tel. +972 2 561 7776	Freelance. Extremely complex triple language Dictionary of Post-classical Yemeni Arabic. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/piamenta.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/piamenta.htm</a> for page sample. See: <a href="http://www.category.org/category_search.php?mode=books&amp;search=Piamenta">http://www.category.org/category_search.php?mode=books&amp;search=Piamenta</a> for general description of the work. Dates: First edition 01-06/88	
Rabbi Yaakov Levi	Yaakov Levi Jerusalem Israel Tel. +972 2 642 4580	Freelance. Exacting treatise on Hebrew grammar requiring many tables with full Hebrew vowelings. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/levi.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/levi.htm</a> Date: First volume 1990.	

## 2 Web Programming, Design & Presentations

I began web programming and design in 1996, when the net supported not much more than text, static graphics and hyperlinks. Through the years, I have tried to keep abreast of the newest developments so that I may offer my clients a wide range of services including Flash and Gif animations, database driven pages, secure shopping carts, and high placement on search engines.

Software tools that I have used for my work in this area include:

DreamWeaver, Flash, Director, Fireworks, Access, NoteTab Pro, Front Page, PowerPoint, ULead 3D

Client/Employer	Contact Information	Project Description	Client Comments
Page Industries	Abraham Lemmer, CEO Brooklyn, NY (718) 888 395 7200 <a href="mailto:T234063@aol.com">T234063@aol.com</a>	Freelance. Web site design, creation and maintenance. See: <a href="http://www.pageindustries.net">http://www.pageindustries.net</a> Dates: 12/03 04/04	
SpeedPay Payroll Services	Joseph Glauber, Brooklyn, NY (866) 486 0300 <a href="mailto:j.glauber@verizon.net">j.glauber@verizon.net</a>	Freelance. Web site design, creation and maintenance. See: <a href="http://www.extraordinarysolutions.com/SpeedPay/">http://www.extraordinarysolutions.com/SpeedPay/</a> Dates: 09/03 to 03/04	
NFC	Natural Food Certifiers Reuven Flamer, President (914) 438 0976 <a href="mailto:NATFCERT@aol.com">NATFCERT@aol.com</a>	Freelance. Web site design, creation and maintenance See: <a href="http://www.cityfundinggroup.com/NFC/">http://www.cityfundinggroup.com/NFC/</a> Dates: 11/03-02/04	
Preston Diamonds	Moshe Sussholz, President Monsey, NY (845) 425 3700 <a href="mailto:MSussholz@AOL.com">MSussholz@AOL.com</a>	Freelance. Web site enhancement. Editing asp database template for existing web site. Logo design. See: <a href="http://www.prestondiamonds.com">http://www.prestondiamonds.com</a> Dates: 02-04/04	Thank you for implementing the database improvements to our site.
Jewelry Garden	Avraham Weiss Monsey, NY (845) 371 3221	Freelance. Graphic touch-ups to header. See: <a href="http://www.jewelrygarden.com/">http://www.jewelrygarden.com/</a> Dates: 03/04	Thanks for the speedy graphic repair to our site. It saved us much time and money.
EastHill Synagogue	Dr. Ron Strobel, President (201) 569-4008	Freelance. Web site design, creation and maintenance See: <a href="http://www.easthillsynagogue.com">http://www.easthillsynagogue.com</a> Dates: 03/03-12/03	looks beautiful! ... Amy Levin
Meridian Translation Technologies	Susan Wolf, CEO Tel. +972 2 930 9172 <a href="mailto:susanw@netvision.net.il">susanw@netvision.net.il</a>	Full time employee (Started freelance). Flash presentation showcasing much of my varied work graphic for this company. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/meridian.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/meridian.htm</a> Dates: 1998-2001	See recommendation from employer: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/meridian_recom.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/meridian_recom.htm</a>
Reshit Yerushalayim	Rabbi Ari Marcus, Head Tel. +972 2 999 5967	Freelance. Web site design, creation and maintenance. See: <a href="http://www.cityfundinggroup.com/reishit/">http://www.cityfundinggroup.com/reishit/</a> Dates: 2001-2003	
Web Life	Alon Medina, CEO	Freelance. Web site creation and maintenance <a href="http://216.74.126.161/~cityfund/EasyWay/">http://216.74.126.161/~cityfund/EasyWay/</a> Dates: 03-09/2001	

## 3 Technical Writing, Technical Translation & Marketing Copy

I began technical and marketing writing at the start of 1997. My initial employment was as a full-time in-house writer for an Israeli software company, CompassWare Development. In 1999, when the company closed, I continued in this field as a freelance employee for various Israeli companies. My work in the field of technical translation (Hebrew to English) began in June 2000. Having lived 30 years in Israel, possessing a very good grasp of the Hebrew language and having a technical background have all been very good preparation for the highly technical translation work that I have done.

Software tools that I use for my work in this area include:

FrameMaker, InDesignME, AcrobatME, WebWorks Help, MS Word, Visio.

Client/Employer	Contact Information	Project Description	Client Comments
Page Industries	Abraham Lemmer, CEO Brooklyn, NY (888) 395-7200 <a href="mailto:T234063@aol.com">T234063@aol.com</a>	Freelance. Telephony Documentation: Installation and operating manual for Technicians for multi-line recording interface for Toshiba digital business networks. Marketing copy for web site. See: <a href="http://www.pageindustries.net/PDFs/PI-TDS_lr.pdf">http://www.pageindustries.net/PDFs/PI-TDS_lr.pdf</a> Dates: 12/03 to 2/04	Very polished and professional documentation.
SpeedPay Payroll	Joseph Glauber, Brooklyn, NY (718) 486-7878 <a href="mailto:j.glauber@verizon.net">j.glauber@verizon.net</a>	Freelance. Marketing copy for web site. See: <a href="http://www.extraordinarysolutions.com/SpeedPay/">http://www.extraordinarysolutions.com/SpeedPay/</a> Dates: 09/03 to 12/03	Thank you for working so closely with me on our web site. Your patience and artistic sense are to be praised.
Reishit Yerushalayim	Rabbi Ari Marcus, Head Tel. +972 2 999 5967	Freelance. Content management for web site. See: <a href="http://www.cityfundinggroup.com/reishit/">http://www.cityfundinggroup.com/reishit/</a> Dates: 09/00-12/03	
CompassWare Development	Mike Berkowitz, Founder Alon Shevut, Israel +972 2 993 1981 <a href="mailto:m.berkowitz.1@alumni.nyu.edu">m.berkowitz.1@alumni.nyu.edu</a>	Full Time. Organized and maintained the documentation/marketing copy department. Responsible for documentation projects including: Creation of user guides for Systems Administrators and HTML online help. Created on-line help system and ran QA testing for the latest version of InfoMagnet. Dates: 01/97 to 08/99	
Indigo Digital Press:	Moshe Kossover Documentation director. Beit Chilkiya, Israel +972 8 938 1363 <a href="mailto:Moshe.Kosower@non.hp.com">Moshe.Kosower@non.hp.com</a>	Freelance ongoing. Technical translation (Hebrew>English): Instruction sheets for Operation and maintenance of Indigo presses. See: <a href="http://www.extraordinarysolutions.com/extraordinarysolutions/techtrans.htm">http://www.extraordinarysolutions.com/extraordinarysolutions/techtrans.htm</a> Dates: 2001-02	
Cleyal	Adina Taragin Jerusalem, Israel +972 2 586 3729	Freelance: Editing a Unix-based software installation guide and programmer's guide. Dates: 1998-2001	

## Education History

- June-August 1985: Mission College, Santa Clara, Course of Study — Basic programming language including algorithms and flow-charting.
- 1973 to 1981: Aish HaTorah College of Jewish Studies, Jerusalem. Yeshiva Head, Rabbi Noach Weinberg.
- 1972 to 1973: Kibbutz Merchavya (near Afula): 6 months ulpan; 6 months kibbutz volunteer, including intensive 1-month advanced Hebrew ulpan course in Kiryat Shmona.
- 1968 to 1971: University of California at Santa Barbara, CA.  
Courses of Study: Mathematics, Modern English Literature, Creative writing, Russian and Hebrew.
- 1965 to 1968: University of Santa Clara, Santa Clara, CA.  
School of Engineering  
Course of Study: Electrical Engineering  
Including: Fortran Programming language and design drawing.

## Language Skills

English mother-tongue. Excellent Hebrew. Conversant in Spanish and fundamentals of Russian. Type in both English and Hebrew.

## Hobbies

House design and construction. Designed (computer aided) and constructed the largest hybrid geodesic dome house in the Middle East. See: <http://www.extraordinarysolutions.com/extraordinarysolutions/home.htm>