

LIAV BITTON-SANDLER

2014 – PRESENT

TRANSLATOR AND CONTENT WRITER – Freelance.

- Providing translation, localization and proofreading services to a wide range of clients, such as big agencies (**TransPerfect**, Asia Translations) and small/medium businesses, vastly experienced in **medical translation** for companies such as **Pfizer, Novartis, Amgen and more**.
- Commercial content writing and localization in an online environment.

2016 – 2018

KEY ACCOUNT MANAGER – Transcom Global Ltd. Translation Agency, Tel Aviv

- Operation and supervision of projects in the field of localization and translation, specializing in **B2B** services and the **medical and pharmaceutical industry** (Teva, GSK, PPD, Novartis, Neuroderm, Amgen, Eli Lilly and more)
- Hands-on routine planning, pricing, recruiting and executing company projects
- Monitoring progress, quality assurance and client satisfaction. Tailoring client needs and expert vendors (translators, doctors and medical experts) in various languages around the globe
- Managing a monthly workload cycle of 100K-250K NIS, monitoring 200-400 projects
- Adhering to local and international regulation and operation standards.

2012 – 2016

OFFICE MANAGER – CAN Ltd, Advertising Agency, Tel-Aviv

- Managing HR, Office Administration and Accounting
- Routine handling of company clients (HaPoolim bank, the Meretz Party, Bar Ilan Uni., Poland embassy and more)
- Providing reports to clients, tailor-made to needs
- Manufacturing marketing content on demand

LOGISTICS MANAGER – PINK TLV Boutique Hotels Chain in Tel-Aviv

- Day-to-day management of hotels operation
- Operating the online marketing interface, managing orders, pricing, customer service and receiving hotel guests
- Managing a staff of 4 in rotating shifts, handling all aspects of operations

2003 – 2012

INSTRUCTOR, TRAINER AND TEACHER – Various Non-Profit Organizations and schools

- Teaching and training various groups, mainly medical personnel
- Developing and training instructors in various fields

EDUCATION

B.A. Studies, Chemistry - Ben-Gurion University, Beer-Sheva, 2012

Certified EMS medic and medical staff trainer – IDF & Israeli EMS certified

SKILLS

LANGUAGES:

HEBREW, native speaker | **ENGLISH**, native speaker

COMPUTER:

OFFICE PACK, HTML+SQL, WORDPRESS, VARIOUS CRM'S