

Contact Information

E-mail: anna@wordlynx.com | Cell: 818-335-2979

Anna Yehezkel

Linguist / Localization Expert / Technical Writer

**Experienced translator
(English/Russian into Hebrew),
linguistic quality reviewer, editor,
proofreader & technical writer**

Summary of Qualifications

Keen attention to detail and ability to multitask effectively

Excellent verbal and written communication skills

Fluency in English, Hebrew, and Russian

Strong organizational, team-work, and interpersonal communication skills

Experience working with MAC/iOS, Microsoft Office suite, Google suite, Trados, Memsource, Amazon Translate, ZenDesk and Adobe InDesign

Education and Credentials

M.Ed., Teaching English to Speakers of Other Languages (TESOL) (2015)
Seattle University

B.A., Sociology and Political Science (2003)

Hebrew University of Jerusalem

Machine Translation Post-Editing (2023)
RWS

Certificate of Technical Communication (2020)

University of California San Diego

Certificate of Web Design (2008)
California State University Dominguez Hills

Professional Experience

Word Lynx Language Services (Owner, 2020 – present)

Translation / Linguistic Quality Review / Editorial Services

- Translating online materials in the cloud computing, IT, software, corporate training, public sector, and hospitality domains
- Post-editing machine translation
- Reviewing human-translated materials for quality and accuracy
- Managing language assets (creating and updating style guides and glossaries)
- Clients: TransPerfect, Amazon.com and others

Netflix (2020 – 2022)

Localization Manager (Contract), NPM

- Created roadmaps, timelines and localization strategy
- Built project tracking tools and maintained project documentation
- Maintained and updated the NPM style guide
- Worked with copyeditors and internal SMEs to review and finalize copyedited source files
- Prepared files for translation and tracked progress
- Coordinated linguistic quality control tasks

ISI Language Solutions (2019 – 2020)

Linguistic QA Specialist / Junior Localization Project Manager

- Developed and conducted QA training programs for internal resources and vendors
- Checked internal and external resources job quality and provided feedback
- Maintained knowledge base and documentation for multiple accounts
- Maintained TMs, organized client- and language-specific glossaries and style guides
- Edited and proofread large volume of translated documents

Highline Community College, Kaplan, ORT College, Ivy Bridge Institute, OHLA (2014 – 2018)

English Instructor

- Created engaging curriculum and lesson plans
- Prepared and delivered multi-level instruction focusing on all language skills: speaking, listening, reading, and writing
- Taught specific-skills classes (Academic Writing, Grammar, Conversation and TOEFL test preparation)

SDI Media (2011 – 2012)

Subtitles Translator / Editor

- Translated and edited subtitles (English into Hebrew)
- Performed quality control for existing translations