

## **Curriculum Vitae – Atalya Nir**

### **Personal information:**

Name: (Ms.) Atalya Nir  
Date of birth: August 9<sup>th</sup>, 1983  
Address: 41 Jabotinsky Street, Ramat-Gan  
Mobile: +972-52-4323668  
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### **Education:**

- 2019 - 2020 - Beit-Berl Collage - Translation diploma studies – Certified Translator
- 2011 - 2015 - Tel-Aviv University, **MA** in Hebrew linguistics. Graduate cum laude
- 2011 - Technion - Israel Institute of Technology - Information Specialist diploma studies
- 2004-2007 - Tel-Aviv University, **BA** in linguistics and Hebrew language. Graduated cum laude

### **Military service**

- 2001-2003 – IDF - Translator

### **Work experience:**

#### 2020 – present

Freelance translator and proofreader - specializing in websites localization, academic publications, and legal documents.

2010 - 2022 - Patent Paralegal at "Reinhold Cohen & Co." - Leading Israeli Patent Attorneys firm.

- Procedural and administrative management of patents and patent application files filed globally by Israel Hi-tech companies.
- Official correspondence with associates and patent offices all around the world.
- Preparation and submission of official documents (English + Hebrew)
- Proofreading of patent applications and official documents (English + Hebrew)
- Preparing summaries of complex official documents
- Conducting initial consults with clients regarding IP rights and options for IP protection

Confidential

October 2005 - 2010 – Headhunter at "Goldman Recruitment Agency", specializing in recruitment of senior and junior employees in the fields of finance, hi-tech, logistics and administration.

Summers of 2004 and 2005 - "New Jersey 'Y' camps" (a part of the JCCA organization)

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A general counselor at a Jewish overnight camp (as part of the Jewish agency "young delegates" program)

**Additional skills:**

Languages:

Hebrew – Native speaker

English – fluent

Arabic – good reading level

Computer skills:

- Hebrew / English Touch typing
- Experienced user of Microsoft office
- CAT platform: MemoQ, Smartling, WebCat