



Lev Fein

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[Linkedin Profile](#)

Summary

Recent graduate with years of experience providing administrative support and managing social media communications for a variety of businesses and educational institutions.

Social Media Management

- [Linkedin](#)
- [Facebook](#)
- [Instagram](#)
- [Youtube](#)

Additional Skills

- Creative problem-solver, critical attention to detail, and efficient
- Strong Proficiency in Microsoft Office Applications, Google Suite Apps, Adobe Creative Suites, Remlogic Software, and Dedoose Data Analysis Software
- Languages: Fluent in English, Spanish, Yiddish, Hebrew

Education

2018 - 2021
Smith College - Northampton, MA

Bachelor of Arts in Psychology; Minor in Jewish Studies
GPA 3.8; Dean's List

Relevant Experience

Oct 2021 -
Dec 2021

Wexler Oral History Project Yiddish Book Center, Amherst, MA

Content Translator/Transcriber

- Translated video interview excerpts and created subtitles from Yiddish to English.
- Replicated flow, style, and meaning of original texts within Youtube videos utilizing Adobe Premiere Pro.
- Reviewed final works; correcting errors in punctuation, grammar, and translation.
- Maintained the director's artistic vision and ensured alignment with vision throughout the editing process.

Jun 2020 -
Aug 2020

Smith College School for Social Work, Northampton, MA

Project Assistant- Social Justice Conversation Project

- Conducted statistical, qualitative, and quantitative analysis of recorded social justice transcriptions.
- Provided input on the research process regarding racism, the experience of marginalized communities, diversity, and awareness of the burden of oppression

Oct 2017 -
May 2018

State of Mind Health Psychiatry, Suffern, NY

Office Manager

- Managed office of psychiatric nurse practitioner's private practice; including managing calendars, scheduling appointments, and arranging travel.
- Liaison between clinician, clients, and insurance companies; refilled medication requests and processed pre-authorizations.

Jun 2013 -
Jun 2017

Business Licenses LLC, Monsey, NY

Compliance Specialist

- Assisted small businesses in establishing legal compliance with government agencies.
- Filed business license applications and renewals.
- Advised clients on compliance fraud, investigations, potential remedies, and required actions.
- Updated company website including social media platforms regarding small business webinars.