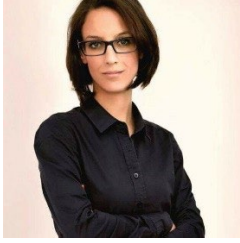


Shelly Greenberg



5 Hoshen Blvd.
Mevaseret-Zion, Israel
053-3321303 (intl. call 972-53-3321303)
shellygreenbergsite@gmail.com
www.shellygreenberg.com

GENERAL INFO.

ID: 060413747

Date of Birth: 7.29.82

EDUCATION

2014-2018 – Graduated with L.L.B in Law at the Academic Center of Law & Business in Ramat Gan. "Aley Mishpat" Academic Journal, English course – "Gender Religion and the Law, and Eco-Hub Clinic – assisting with the Freedom of Information Law, writing and research mostly.

2011 – 2012: Professional Cook Course – Chef College Jerusalem. Recognized Diploma by the ICPA.

1997 – 2000: "Tichon - Hadash" High School Ramat Gan – Complete Diploma (Bagrut) and a Certified Travel Agent Diploma.

WORK EXPERIENCE

2020- Present – Independent Dealer, Business Owner. Specializing in Legal Translation, and many other fields. Project Manager and Consultant to companies, organizations, and individuals.

02/18 – 3/2020– Legal Intern at *Gabbay, Hen, Zimmer & Co.* Law Firm, Jerusalem.

9/2016 –11/17– Pre-Intern and head of translation department at *Cohen, Decker, Pex & Brosh* Law Firm. Admin Assistant, translations and creating of the new firm.

27/1/2014 – 6/5/16 – *Revive Israel* Non-Profit organization. Admin.

Assistant. English –Hebrew Skills, communication with Donors and Basic Accounting.

6/2013 – 10/2013: Managing Chef in the *Anglican School* in Jerusalem. (Ended due to an injury from a car accident).

2010 – 2013: Personal Assistant for Pastor – Hebrew King of Kings Congregation in Jerusalem.

August 2008 – Started my own business for Project Management & Translation Services (business still running).

2003 – 2009: "Maoz Inc." Tel Aviv.

I also produced large scale events (2,000 – 10,000 people) for Ministries and Pastors from abroad.

VOLUNTEER WORK

2015 - Current –Vision for Israel, Non-profit humanitarian organization, including assistance to the CEO and owners, and setting up distribution packages for needy families and terror victims.

2014 - Current: Helping immigrant families and new "Olim" with bureaucracy and communication with companies etc. Translation for family Aid.

2010 – 2011: Assist in opening a tri-lingual preschool under "Seeds of Hope" Intl. organization in Jerusalem.

LANGUAGES

Hebrew – Mother Tongue, Excellent writing, speaking and expression. English – Mother Tongue Level, Excellent writing, speaking and expression.

COMPUTER SKILLS

Office, General Web use and search, excellent online research.

PERSONAL QUALITIES

Highly Organized, Fast learner, Multi-tasker, Efficient. Capable of leading a team as well as working as part of a team. High personal skills. People Person.

Stable and loyal.