

Curriculum vitae

Iris Graf

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Date of Birth:11/14/64

Education

- 2005 - *In process*:University of Haifa (cotutelle with Lumiere2 university, Lyon France) Doctorat in French literature.
- 2001 - 2004: University of Haifa, French Department of Literature and Linguistics, Completed Masters Degree in French literature.
- 1988 - 1989: University of Haifa, Undertook Teachers Training in French and English.
- 1984 - 1988: University of Haifa, French and English Department of literature and linguistics - Completed Bachelor of Arts Degree in French and English literature.

Training

- 1996 Microsoft Office Certified diploma: Word, Excel, and PowerPoint
- 1990 The Israeli Ministry of Education: Teacher's training- instruction of Hebrew language for new immigrants

Skills

- Fluent in Hebrew, French and English both written and oral
- Microsoft Office: Word, Excel, and PowerPoint advanced level
- Typing: 60 wpm
- General Administration
- Customer Service
- Excellent communication and interpersonal skills

Employment History

- *Since September 2008 - today*: Hebrew teacher via internet for [Language Direct](#).
- *March 2007 - today*: Working for translation companies ([French, English, Hebrew translations](#))
- *September 1993 - December 2000*:Israeli Postal Services
 - *Title*:Customer Relations Manager Assistant
 - *Duties*:
 - - A broad correspondence in English and French with other postal services worldwide
 - - Customer relations within the country: Inquiries concerning delivery items, mail distribution and other postal services inquiries.
- *September 1999 - January 2001*: Israeli Ministry of Education
 - *Title*: Teacher of Hebrew for new immigrants
 - *Duties*:
 - - Teaching the Hebrew language for new comers to Israel. (40 adults)
 - - Assisting the new immigrants in their first steps in the country. (In bureaucratic matters)
 - - Organizing the cultural and social activities in school.