

CV

Adriana Gabriela Rubinstein

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STUDIES:

- * University Studies: Certified English Translator, University of Buenos Aires
- * Postgraduate Studies in NGO Development

WORKING AREAS

- * Education and Human Resources
- * Public Relations
- * Communications
- * Organization of conventions
- * Fundraising
- * Reception and Guide of Missions
- * Sworn English Translator
- * Translator authorized to work in Court
- * Interpreter
- * Drawing up Reports for NGOs (Non governmental Organizations)
- * Subtitler

LABOR EXPERIENCE:

- * Free lance:

Translations

Interpreter

Translator in Courts (court appointed expert)

Reception of Missions

Since 2006 Hebraica Foundation

- * Translations Spanish English

Since 2003 HIAS – Hebrew Immigrant Aid Society

- * Translations English Spanish / Spanish English
- * Planning and Development of communication strategies
- * Interpreter

Since 2004 Holocaust Museum Foundation

- * Translations English Spanish / Spanish English and drawing up of projects to be presented at the Claims Conference
- * Interpreter

Since 2001 American Joint Distribution Committee

- * Translation work English Spanish / Spanish English
- * Public Relations Work (Misión reception)
- * Interpreter

2004 AMIA

- * Organization of the International Conference “The Civil Society and struggle against poverty” organized by AMIA, Interamerican Development Bank and the Latin American Jewish Congress

2004 BAMAH

- * Organization of the “Seventh Meeting of Latin American Jewish Educators” organized by Bamah the Latin American Jewish Education Bureau

2001-2002 HIAS – Hebrew Immigrant Aid Society

- * Organization of HIAS first trip to Buenos Aires to install the Latin American Representation in Buenos Aires.
- * Opening of HIAS Latin American Office in Buenos Aires

- * Development of the project
- * Planning of communication
- * Translation work English Spanish / Spanish English
- * 2000

TV Cable Program “Ateliers”

Director of Institutional Relations

Presentation of projects in the Buenos Aires City Government

Organization of Events

Public Relations work

- * November 1985 through December 1998

American Joint Distribution Committee

Coordinator of Special Projects

Responsible of the Public Relations Department: Organization and Reception of Missions and visits from abroad, Editor of the newsletter “Contacto” in English and Spanish, planning and organization of communications strategies (written, on radio and TV), supervision and coordination of videos, organization of special events, seminars, international conferences.

Responsible for the data bank. Responsible for institutional contacts with International organizations. Relationship with the Headquarters in New York. Preparation of written and oral presentations before international foundations and institutions. Organization of the granting of scholarships and evaluation of the candidates.

Supervision of the general administration system. Cash control.

Organization and supervision of the help provided to the victims of the attack to AMIA.

- * 1993

General Organization and Coordination of the three concerts of the Israeli Philharmonic Orchestra – Director Zubin Mehta 1993

* 1983-1985

English Teacher at the “Instituto Superior de Lenguas”

* 1982

Hebrew Teacher at the Hertzl School

VOLUNTEER ACTIVITY

* Vice President of ACERH Association for the knowledge of Endometriosis and Human Reproduction. Association that deals with couples who have problems to get pregnant.

* Former member of the Professional Committee at the Public Translator’s Council

WRITTEN WORK

Author of the Organic Guide and Manual to plan and organize Events, Congresses and Conventions. This manual was successfully applied in Argentina, Uruguay, Brazil, Mexico, Venezuela and Colombia.