

Elisheva Ruffer

Details

Phone:

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Email:

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LinkedIn:

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Key skills

Legal research

Document preparation

Case management

Attention to detail

Communication skills

Regulatory compliance

Time management

Technical proficiency

Education

Graduate Diploma in Law (GDL) – Commendation

College of Law, London, Bloomsbury, UK (2011–2012)

BA Ancient History (Hons) – 2:1 University of Birmingham, UK (2007–2010)

A Levels – French (A), Law (A), English Literature (B), History (C) Cadbury College, Birmingham, UK (2005–2007)

Professional profile

A dedicated and experienced paralegal with a robust background in real estate law, specialising in drafting legal contracts and leases, dealing with financial transactions and liaising with clients and other lawyers. Recently transitioned to a successful freelance career in proofreading and copyediting, excelling in copyediting, proofreading, academic writing, and non-fiction writing. Seeking to leverage meticulous attention to detail, exceptional writing skills, and comprehensive legal knowledge to return to a part-time paralegal role. Dedicated to delivering high-quality work, managing complex caseloads, and supporting legal teams with precision and efficiency.

Career summary

OWNER AND PROOFREADER | ETP Editing Services

Apr 2015–present

Key Achievements:

- Founded and operated a sole trader proofreading and editing business, demonstrating entrepreneurial initiative and effective business management skills.
- Established affiliations with multiple UK-based proofreading agencies and secured private clients, including international clients in Israel, showcasing strong networking abilities and client management skills across cultural contexts.
- Proofread and edited a wide range of document types, including academic essays, including postgraduate theses and dissertations, business plans, professional reports, and fiction books, illustrating adaptability and versatility in content management.
- Regularly commended by clients for professionalism, delivering high-quality work, and meeting deadlines punctually, demonstrating a commitment to excellence and reliability.
- Successfully managed ongoing contracts for proofreading and editing projects, showcasing strong organisational skills and an ability to fulfil client requirements consistently.

NOTEABLE CONTRACTS

Jewish Self-Publishing

Mar 2020–present

Responsibilities:

- Work closely with individual authors to adapt to different styles and types of work, including biographies, commentaries on the Hebrew Bible, poetry books, and memoirs.
- Collaborate directly with authors, enhancing communication skills by assisting them with grammar, writing, and the technical usage of Microsoft Word.

Menucha Publishers

Mar 2020–present

Responsibilities:

- Work on several projects including several children's fiction books and a biography of a notable New York rabbi.
- Collaborate closely with the senior editor to ensure adherence to the publisher's style guide and maintain high standards of accuracy, fostering a strong and ongoing professional relationship with the publisher.

Feldheim Publishers

Mar 2019–present

Responsibilities:

- Work in tandem with Feldheim Publishers to proofread and copyedit books on a variety of Jewish topics, including a collection of stories about notable rabbis in Jewish history and a highly detailed book focusing on Jewish holidays and traditions.

Judaica Press Publications

Jul 2019–present

Responsibilities:

- Proofread a variety of books in PDF form before print, including children's storybooks and commentaries on the Hebrew Bible.
- Ensure compliance with specific house style requirements, including detailed footnote cross-referencing, to deliver accurate final copies.

Israel Bookshop Publications

Sept 2018–present

Responsibilities:

- Conduct developmental editing, copyediting, and proofreading for various book projects, ensuring conciseness, clarity, and accuracy.
- Review and revise books to meet editorial guidelines, delivering high-quality work that satisfies client expectations.

Get Proofed (formerly ProofreadMyEssay)

Apr 2015–present

Responsibilities:

- Provide comprehensive proofreading and editing services for academic papers, ensuring accuracy and adherence to academic standards.
- Manage customer service and training, processing applications from existing and prospective freelance proofreaders.

REAL ESTATE PARALEGAL | *CMS Cameron McKenna LLP, London, UK*

Nov 2013–Jun 2015

Responsibilities:

- Prepare legal contracts, leases, and financial arrangements for the sales of luxury homes built by a major UK home builder, primarily in London.
- Manage a personal caseload, handling high volumes of work with significant responsibility.
- Ensure all documents are accurate, compliant with legal standards, and completed within tight deadlines.
- Collaborate with clients, real estate agents, and financial institutions to facilitate smooth transactions.
- Conduct thorough legal research to support contract preparation and assist in resolving any legal issues that arise.
- Communicate effectively with clients to provide updates and explain complex legal terms and processes.
- Conduct Land Registry searches and review title deeds to ensure accuracy and compliance.
- Manage post-completion activities, including the preparation and filing of Stamp Duty Land Tax (SDLT) returns.

REAL ESTATE PARALEGAL | *Charles Russell LLP, London, UK*

Jun 2013–Nov 2013

Responsibilities:

- Handle legal contracts, leases, and financial arrangements for international buyers of luxury homes in London.
- Address developers' legal enquiries and manage all related documentation for client property purchases.
- Oversee a high-volume caseload, ensuring timely and precise processing of all transactions.
- Liaise with developers, buyers, and financial institutions to ensure smooth and compliant transactions.
- Conduct comprehensive legal research to support client transactions and address any legal issues.
- Maintain meticulous records of all transactions and correspondence with clients and builders.
- Provide clear and consistent communication to clients, explaining legal processes and answering queries.

REAL ESTATE PARALEGAL | *Wright Hassall LLP, Leamington Spa, UK*

Jun 2012–Jun 2013

REAL ESTATE LEGAL CLERK | *Wragge & Co LLP, Birmingham, UK*

Nov 2010–Jun 2012

References available upon request

Achievements

Proofreading Academy

Graduate with a grade of 91%

Chartered Institute of Editing and Proofreading ('CIEP' -

formerly the Society for
Editors and Proofreaders)

Entry-Level Member

CIEP Level 2 (of 3) Graduate

with a grade of 74%

Languages

English

Fluent

Hebrew

Conversational