

- ◀ Project manager, issuing reports, presentations, purchasing, inventory manager, import/export, marketing & public relation assistant, operation, administration & customer service.
- ◀ Vast administrative experience, logistic coordinator & back office to marketing & commercial dep't in both int'l and national companies.
- ◀ Communication with customers & suppliers on a daily basis.
- ◀ Liaison headquarters - field & current communication with parent company overseas.
- ◀ Freelancer as a translator from English to Hebrew for a well known int'l company.
- ◀ Multi skilled, great communication skills, fast learner, loyal, devoted & highly motivated.

Professional experience:

2017 – 2021

Ground Crew - EL AL Airlines – Ben Gurion Int'l airport

- Providing service to domestic & international passengers from check-in to boarding.
- Providing service to luxury & VIP passengers at King David's counters.
- Since February 2019, providing service to luxury VIP customers at El Al's King David's business lounge: administrative & operational assistance, escorting in boarding and landing upon necessity.
- Common use of English language.
- Working in a hectic & stressful environment while maintaining high-level service and punctuality.

2015-2017

Administrative manager of two divisions – Maver Cars & Trucks

- Administrative coordinator between divisions and headquarters.
- Responsibility of more than five calendars simultaneously.
- Headquarter – field & Headquarter-Parent company in Europe liaison.
- Communication with customers & suppliers on a daily basis.
- Translation of material & emails from Hebrew to English and vice versa.
- Hosting domestic & international guests.
- Issuing periodical reports for management and reports upon request.
- Collaborate with the divisions' HR coordinator.

2015- Still **Freelancer as a translator from Eng to Heb & Heb/Heb transcription**

2011-2015 **Inventory & administration manager in 2 companies –**

Diamond Exchange in Ramat Gan, Israel

2011-2013 S.D.I (Stuller), 2013-2015 (Massingita)

- Managing diamonds inventory worth millions of dollars.
- Providing service for the company's customers national wide & overseas.
- Issuing periodical sales reports and upon request.
- Logistic coordinator of diamond shipments to customers and exhibitions overseas.
- Liaison between headquarters & parent company in the US (Stuller).

2004-2010

Personal assistant to CEO – Toys R Us Israel

- Administrative coordinator, manage reception staff, liaison to headquarters in the US.
- Operational purchasing for 27 branches national wide, fluent work with suppliers, managing future budget, checking and approving invoices.
- Assistance to marketing & public relations dep't with holiday's catalogues & sales.
- Replacement of Import/Export manager upon necessity.
- Issuing presentations & periodical reports for company conferences & management meetings.
- Translation of material & emails from Hebrew to English and vice versa.

2000-2004

Import/Export & logistic coordinator – HP Israel

- Following status of Import/Export shipments, handling lost & damaged shipments.
- Fluent communication with suppliers worldwide, customs brokers & couriers. Checking & approving invoices.
- Issuing periodical reports for company's management in Israel, Europe branches and the parent company in the US.
- Replacement of Global Trade Compliance manager upon necessity.
- Maintaining the dep't intranet site.
- QA for new software that was developed specifically for HP's import/export dep't worldwide. Working with Dev teams in the US.

Education: B.B in Business Management - The College of Management, Israel (2000)

Languages: Hebrew – Native language; English – Excellent

Computer Applications – Microsoft Office, Internet, SAP, CRM, BosaNova, Amadeus, Adobe reader