

Contact

Phone

+972-50-264-1994

Email

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Technical Skills

- Microsoft Office
- Google Workspace
- mac OS
- ATS
- Monday.com platform

Personal Skills

- High Organized Ability
- Problem Solving
- Creativity
- Team Collaboration
- People Operations

Military Service

2016 -2019

Combat Soldier | Bardelas

- Team commander's assistant
- Israel's border guard and operation unit that defends its borders.

Language

English - Professional

Hebrew - Native

Yuval Bracha

Detail-oriented and people-focused Coordinator with strong experience in administrative operations, cross-team communication, and organizational support. Skilled in managing complex workflows, handling logistics, improving processes, and creating a smooth, efficient environment for employees and teams. Known for high reliability, excellent interpersonal skills, and the ability to multitask and stay organized in fast-paced settings.

Experience

2024 -Present

Monday.com

Workplace Coordinator & Sustainability Assistant

- Worked closely with HR and People Partners to support new-hire onboarding, orientation days, and employee lifecycle logistics.
- Coordinated cross-departmental operations, scheduling, and employee experience activities to ensure smooth daily workflows.
- Supported recruitment processes by coordinating interviews, managing candidate communications, and maintaining organized documentation.
- Led sustainability and workplace well-being initiatives across global offices, improving employee engagement and internal collaboration.
- Recognized for strong interpersonal communication, high discretion, and the ability to multitask in a fast-paced, high-growth tech environment.

2023 -2024

Broadcom

Office Administrator Assistant

- Responsible of operate and respond to all aspects of Control Room Operation including emergency response i.e. Fire and emergency alarm system.
- Access control, creation of tags, relations with employees and customers on an daily basis.

2021 - 2023

Palo Alto Net Works

Office Administrator Assistant

- Administrative Support: Proficient in providing comprehensive administrative assistance, including managing correspondence, organizing files, and handling office software suites effectively.
- Access Control Management: Responsible for overseeing access control systems, ensuring secure entry and exit procedures.
- Interpersonal Communication: Facilitated seamless communication between office personnel and external individuals attending meetings, ensuring a professional and welcoming environment for all stakeholders.

Education

2022 -2025

Reichman University (IDC)

B.A Sustainability - Government

- Developed strong analytical skills in policy analysis and implementation through Government coursework, enabling the assessment and formulation of sustainable policies.
- Enhanced communication abilities through Government studies, facilitating the advocacy and communication of sustainability concepts to diverse audiences.

Volunteering

Shavot

Mentor

- Shavot lets girls strengthen their sense of self-worth and provides them with tools that will enable them to fulfill their aspiration.
- As a mentor, my responsibility is to provide them with all the skills needed to empower girls in cultivating positive self-esteem and nurturing a long-term belief in themselves.