**Phone**

**054-3488626**

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# EDUCATION roject Management - product experts

**2019-2022**

**B.sc Biology**

**Bar-Ilan University**

**2022-2024**

**Organization developer Bar-Ilan University**

# SKILLS

**-Proficient in Salesforce, Jira, Monday, Google Docs, Google Sheets, MS Office (Word, Excel, PowerPoint), hibob,SQL**

# -Project Management -Recruitment and Human -Data analyst -Leadership and Team Management - matrix management -Event Planning and Coordination -Teaching and Training

NAOMI HALEVI

**PROFILE**  
Highly motivated and technologically oriented individual with excellent English proficiency. Proven experience in project leadership. Demonstrates a strong work ethic, quick learning abilities, analytical thinking, and a commitment to excellence.

## WORK EXPERIENCE

***Talent Acquisition Specialist* , Autofleet** **(temp) *2024 – Present***

* Partnering closely with hiring managers to define job requirements and ensure an efficient and effective recruitment process.
* Conducting targeted and precise sourcing using LinkedIn Recruiter and additional platforms.
* Screening and reviewing CVs, conducting phone interviews, and guiding candidates throughout the entire recruitment cycle until contract signing.
* Monitoring job status and recruitment KPIs through dashboards and detailed reporting.
* Managing a high volume of open positions simultaneously while maintaining a high standard of candidate experience.

### *Talent Acquisition Specialist,* QPoint

2022 – 2024

* Leading end-to-end recruitment projects for software and hardware positions, demonstrating strong project management skills. Successfully recruited for roles such as NOC, System Analyst, DevOps, Planner, System Implementer, QA, and Software Developer.
* Analysing client needs and conducted in-depth candidate interviews, showcasing excellent analytical and communication skills.
* Managed multiple sourcing channels, including LinkedIn and job boards, solving different problems. Highlighting the ability to handle complex and multi-channel projects efficiently.
* Self-learning skill

**PMO, PMI**  
2024 (volunteer)  
- maintaining project management standards, processes, and best practices within an organization.   
- Experience in writing Functional Specification Documents  
-Proven ability to enhance project delivery efficiency, ensure alignment with strategic objectives, and support project managers through training and development initiatives.

### Project Manager, Lodae’em

2021 – Present ( volanteer)

* Organized and managed social projects for the Lod community, demonstrating comprehensive project management skills.
* Developed and maintained event budgets and schedules, coordinating with providers to ensure successful project execution.

Work with suppliers and supplier management

### Social Facilitator, Yedidim (student position)

2022

Managed post-school activities and military service prep for 12th graders. Designed and delivered educational content, ensuring effective communication and participant engagement.

### Social Facilitator and Logistics Instructor, Israel Experience (student position)

2021 – 2022

Led project planning and coordination for group trips.

Managed logistics and event support

## NATIONAL SERVICE

**Community Coordinator**

2016 – 2018

Led activities related to Judaism and Israel.

Provided personalized Hebrew tutoring.

Decorated the school for Jewish holidays.

Volunteered with Bnei Akiva, JLIC, and NCSY.