**Phone**

**054-3488626**

**Email naomi1091@gmail.com**

**Linkedin – Naomi Halevi**

# EDUCATION

**project management Udemy  
roject Management - product experts**

**project manager - Coursera**

**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) SQL**

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

NAOMI HALEVI  
**Project Management**

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

## WORK EXPERIENCE

***TA project manager*, Autofleet**  
*2024 – Presen*

* Led full-cycle recruitment projects for technical roles, collaborating with hiring managers and tech leads to define needs and drive hiring strategies.
* Successfully contributed to the delivery of 9 recruitment projects within 5 months, maintaining strong collaboration with stakeholders across R&D, Marketing, and Sales departments.
* Managed data-driven sourcing pipelines and ensured delivery under tight deadlines using tools like LinkedIn Recruiter.
* Oversaw multiple workflows, improving efficiency through prioritization and process optimization.
* Created dashboards and reports to track KPIs, identify bottlenecks, and support decision-making.
* Acted as an operational partner in workforce planning and talent pipeline management.

### *TA* *project manager,* 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.