Dana Burstein

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Education

**2011-2012** **Sapir College** - Group Guidance Course

**2008-2010** **Bar Ilan University** - B.A in Social Sciences, specialization in Human Resources

Professional Experience

**2016-current: Applied Mechanical Technological Solutions (AMTS):**

**Human Resources manager**– Holding job interviews and recruiting new employees, managing daily feedbacks regarding efficiency and problem solving. Supporting the Company’s Manager (Amit Golan), coordination and facilitation of manager meetings, preparing presentation contents, planning and execution of VIP visits, external and internal.

**2015-2016 Etgar Home Care and Welfare**

**Ashdod Regional Manager -** managing a regional team responsible for 600 caregivers. Working with community services: welfare, social security, health maintenance organizations (HMO). Finance management, responsible for profit and loss unit. High customer orientation providing patients and their relatives services and guidance. Solving financial, welfare and salary issues. Human resources recruiting and training Ashdod region personnel.

**2012-2015 Fiat Sales Representative**

Working in parallel with at least three customers in the biggest show room in Israel, presenting the mechanical advantages and financing solutions to potential customers. Finding potential new customers with similar cars in the past for trade in propositions, as a part of a group meeting monthly sales goal and customer service high satisfaction.

**2010-2012:** **Entegris –** student job supporting Intel clean room and ROC facilities.

**2009-2010: Zman Amiti Bartending School –** student job establishing a membership club for school alumni.

**2005-2008 Long Island USA** – sales and customer service, training and team manager at malls.

**2003-2005** **Eurocom/Nokia Communication** – student job as a regional sales agent for two cellular companies dealing with business and private customers simultaneously. Coordinating sales meetings with customers, working team environment to achieve monthly sales goal.

**Military Service** 2001-2003 Full mandatory service at the IDF – operation sergeant at 479 in “Julis”. Serving under the same officer as an admin at “Balish”.

**Languages:** Hebrew - native language

English - very good knowledge (speaking, reading, writing)

Spanish - basic