**TALI SHAY YAISH**

054-8012180 | [**talisy18@gmail.com**](mailto:talisy18@gmail.com)| [**LinkedIn**](https://www.linkedin.com/feed/?midToken=AQHlXFkc9cWbEw&trk=eml-email_jobs_boost_your_application_01-header-13-home&trkEmail=eml-email_jobs_boost_your_application_01-header-13-home-null-1ysmr6%7Ej9fo0v86%7E5c-null-neptune%2Ffeed)

**HR AND RECRUITING MANAGER**

HR manager with over 15 years of experience at startups and corporate companies in the hi-tech sector. Expertise in recruiting diverse top professional talent, using best practices for finding, evaluating and onboarding the most qualified candidates to achieve the company’s business goals. Built HR department from scratch, establishing the stages and processes of managing an employee's lifecycle in fast-changing workplaces.

**PROFESSIONAL EXPERIENCE**

**HR manager, Tech Startup Company (discreet), 2020 to present**

* Prepared annual HR budget including recruitment, professional training, and employee welfare activities.
* Developed and implemented company policies.
* Created procedures, work plans and company forms.
* Provided support for managers.
* Reported directly to the CEO.

**Head of HR and recruitment, *Infibond*, 2017-2020**

Established recruitment department, and was responsible for full cycle recruitment process. Hired entire, fully functional teams and business units including AI, R&D, product, project, corporate, marketing and sales.

* Implemented HR procedures and work plans.
* Provided professional support for employees, managers at all levels and

solved conflicts.

* Utilized extensively LinkedIn and Facebook.
* Implemented employee hearing procedure.
* Reported directly to the CEO.

**Recruitment specialist, *RSIP Vision*, 2016-2017**

* Managed full cycle recruiting process of algorithm engineers, physicists and corporate positions.
* Provided support, write procedures and work plans.
* Developed and maintained academic relations, worked with social networks.
* Reported directly to the CEO.

**HR and Recruitment Specialist, *Aginix Communication*, 2011-2016**

* Managed full-cycle recruiting process for software, hardware and IT positions.
* Conducted phone interviews, in-person interviews and reference checks.
* Phrased contracts and negotiated terms with candidates.
* Utilized extensively social networks such as LinkedIn.
* Worked closely with the hiring managers.
* Advised and provided professional support for employees.

**Recruiter, *Money Maker*, 2009-2010**

Sourced, screened and recruited sales representatives.

**Recruiter, *Ness Technologies*, 2007-2009**

* Recruited, screened and assigned applicants in varied technological fields for hi-tech companies.
* Advertised, conducted preliminary screenings and interviewed by phone and in person.
* Worked closely with candidates and sales managers throughout the recruitment process.

**HR Coordinator (Student position), *Hi-Capital*, 2006-2007**

* Coordinated recruitment and support for leading hi-tech companies such as Marvell, Amdocs and Mercury (HP).
* Worked closely with hiring managers and HR recruiters.

**EDUCATION**

2018-2019: HR management, Bar-Ilan University. (170 hours)

2015: Labor law course, HR College Israel. (48 hours)

2004-2007: B.A in Behavioral Science-Organizational Psychology, Ariel University

**ARMY SERVICE**

2001-2003: NCO reserve duty recruitment.

**Computer Skills**

MS Office, Comeet, Hunter HRMS (Niloosoft), Oracle, STR, Humanet.

**Language:** Hebrew – Mother Tongue; English- Very Good.

Recommendations will be provided upon request.