



Orli Zaif

HR SPECIALIST

+972-54-6112266
orliza78@gmail.com
Ramat-Gan, Israel
Orli.Zaif

EDUCATION

2005 - 2007

BA - Education
Kibbutzim College of
Education, Tel-Aviv

1998 - 2002

Bachelor's degree - social work
Tel-Aviv University

SKILLS

- High interpersonal skills
- Excellent planning, organization, and execution skills
- HRM knowledge and expertise
- Project management
- Ability to multi-task and work under pressure
- Team management
- Attention to details
- Public relations
- Customer service
- Work to deadlines
- Independent, motivated, Fast learner
- Team player with a growth, development, and challenge-accepted mindset and innovative thinking

My roles over the years involves liaising with clients, planning, organising events, advertising, PR and research. I specialise in building lasting client relationships and developing effective strategies. In the last three years I have specialized in the field of human resources in all its aspects.

WORK EXPERIENCE

HR Specialist
Gauzy, Tel-Aviv

2020 - Current

- welfare - In charge of company's activities and welfare: company events, volunteering work, employees' formation, yearly budget.
- HR platform management for employees and candidates.
- Sourcing
- ESR Manager

Project Manager
Magazine Hanadlan, Tel-Aviv

2020 - One year project

- Creation of an online real-estate magazine. Fundraising and recruiting top clients of real estate and architectural industry in Israel.
- Sale of the magazine to Israel Hayom newspaper - in charge of negotiation and handover.

Owner and Director
King George Restaurants, Landwer Café - Florentine and Kiryat Karnitsi branches, Tel-Aviv

2013 - 2019

- Founding new restaurant chain and two cafes throughout all set up stages.
- Recruitment and management of staff. Vendors relations and ordering processes.
- In charge of venue marketing & customer relations and creation of menus.
- Bookkeeping, schedule and floor management



Orli Zaif

HR SPECIALIST

LANGUAGES

Hebrew – Native

English – Full Professional

MILITARY SERVICE

1995 – 1997

Classified role in the prime minister's office

SOFTWARES KNOWLEDGE



Microsoft Office



SAP



Canva



Monday



Hi BOB



ComBTAS



LinkedIn recruiter

Event Manager

2009 – 2012

The High Windows and Kav 5, Tel-Aviv

- Event planning from brainstorming stage with client to vendor booking and final execution.
- In charge of F&B staff and decor and set-up staff. Responsible of orders and vendors, menus and service.
- ∞ Intensive work under tight schedule with attention to details.

Flight Attendant

2003 – 2008

El-Al

- Safety procedures and in-flight responsibilities.
- Graduate of First Aid course.
- Excellent customer service and attentiveness.

Restaurant Manager

1998– 2002

Sushi Basel Restaurant, Tel-Aviv

- Staff and day to day restaurant responsibilities.
- In charge of reports, payments and vendors relations.

Office manager

1997 – 1998

Volovsky Attorney Office, Tel-Aviv

- Administrative and bookkeeping work.
- Schedule management and potential client reach out.