

HRIS | ORGANIZATIONAL DEVELOPMENT | RECRUITING | WELLBEING

An HR Specialist with extensive experience in Human Resources, labor law, HRIS, organizational development, recruitment, and employee welfare. Wide knowledge in organizational processes and HR interfaces. Excellent interpersonal skills, proactive approach and creative thinking with high technical abilities.

PROFESSIONAL EXPERIENCE

2022–present: HR SPECIALIST – StoreDot

- **Employee life-cycle**- Responsible for managing the entire local & global Lifecycle of employees' HRIS. Responsible for managing accurate employee records, data integrity, generation of reports, employment verification letters, payroll processing, and handling employee documentation. etc.
- **Organizational Development**- Assist in developing and implementing HR policies, procedures, and initiatives to promote a positive work environment. Take part in different projects including engagement, performance management, talent management, recognition, etc.
- **Internal Service**- a point of contact for questions, concerns, and conflict resolution to managers and employees.
- **Recruitment**- Act as a trusted recruitment partner and manage the recruitment process from A to Z, conduct candidate screenings, interviews, referral program and assessments to identify the best fit for open positions. Responsible for updating and managing the company's ATS.
- **Welfare**- Initiate, coordinate, and manage various employee events and welfare programs, including health and wellness initiatives, social activities, company events, happy hours, etc.

2020-2022: Recruitment Coordinator – Assuta Medical Centers

- **Recruitment processes**- Responsible for all Assuta Medical Centers recruiting, including sourcing candidates, resume screening, scheduling interviews while coordinating with hiring managers.
- **Sourcing**- Creatively source candidates using diverse online channels and implement effective recruitment strategies to attract quality candidates. Drive creative recruiting and branding initiatives to enhance the employer brand both internally and externally.
- **Resume Screening**- Conduct thorough phone interviews and guide candidates throughout the recruitment process while ensuring all information is updated in recruitment systems.
- **AT systems**- Responsible for updating and managing the Applicant Tracking System and maintaining accurate data. Also responsible for administering aptitude and reliability tests with external institutes.

2019-2020: Welfare, Training & Employee Development Coordinator – Geological Survey of Israel

- **Internal Communication**- Responsible for internal communication in the field of employee welfare, updating procedures and employee entitlements, employee evaluations, and recognition of outstanding employees - designing publications and flyers, and preparing PPT presentations.
- **HR Support**- Assisting the HR department with responding to employees, retirees, and volunteers.
- **Welfare Activities**- Planning and executing welfare activities - overseeing the entire process of organizing company events such as company events, holidays, birthdays, team building, etc.
- **Employee Experience**- Managing the volunteer system, conducting attitude surveys, interacting with senior management, the workers' committee, and the state commission.
- **Employee Recognition**- Managing the process of selecting employees with special achievements or outstanding performance.

2019-2021: **Master's Degree in Conflict Research, Management, and Resolution.**

The Hebrew University of Jerusalem.

2011-2016: **Bachelor's Degree in Labor Relations.**

University of Buenos Aires.

PROFESSIONAL TRAINING

2024: **Mediation Course, Conflict resolution and management.** Goma Gavim Group.

2023: **Behavioral Interviewing Course,** Morit Rozen.

2010: Training Program for youth movement guides worldwide, Jewish Agency for Israel.

LANGUAGES & SKILLS

English – Proficient | **Hebrew** – Native level | **Spanish** – Native | **Portuguese** – Good

Proficient in MICROSOFT OFFICE, HRIS HIBOB, COMEET, ADAM TOTAL, PRIORITY, MERKAVA-SAP, CANVA, OUTLOOK, ZVIRAN.