

# Elinor Abraham

Office manager | Residence: Tel Aviv

## CORE SKILLS

Excellent team player with strong planning and time management skills  
Resourceful and creative, consistently generating innovative ideas.  
Proficient in multitasking and prioritizing work effectively  
Exceptional interpersonal skills, highly service-oriented  
Quick learner, adaptable to new environments.

## WORK EXPERIENCE

### Administrative & Employee Experience Manager

*Kissterra Technologies LTD | Nov. 2021 - Aug. 2023*

- The focal point for all employees, ensuring smooth day-to-day operations.
- Proactively manage administrative tasks, employee onboarding and offboarding processes, and foster a positive work environment.
- Take the lead in planning and executing engaging company events, aligning them with the company's culture and values to boost employee engagement
- Efficiently handle budget management and inventory control

### Event Producer

*Nehes LTD | March 2019 - October 2021*

- Manage office supplies, overseeing inventory and placing orders
- Worked directly with the CEO - assisting with schedule management and providing personal support.
- Event management - collaborating with suppliers and vendors, coordinating operations, obtaining price quotes, and overseeing budget management.
- Responsible for the entire vendor lifecycle and maintained a strong vendor pipeline.
- Played a key role in developing creative content and managing social media for advertising events.

## CONTACT

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## EDUCATION & TRAINING

The Max Stern Academic College Of Emek  
Yezreel

Alliance Haifa

## MILITARY SERVICE

Israeli Air Force

## SOFTWARE PROFICIENCY

Excel, Outlook, Word,  
PowerPoint etc.  
Photoshop, Premiere

## LANGUAGES

Hebrew - Native  
English - Excellent  
French – Good