

# Michael Weiss



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## Summary

I am Reliable and Responsible, Efficient and Effective with a high technical sense, strong problem solver.

Self-starter with ability to adapt to new information under pressure, recognized success in leadership and management, excellence in facilitating a creative work environment and inspiring team members to excel.

Hardworking and thorough approach to solving problems.

## Experience



### Computer Science Teacher

ארכיטקט בשמחה

Nov 2022 - Present (9 months)

- Computer training in Office software, Canva, 5D Planner, and programming studies.
- Training instructors in the company for the aforementioned software.
- Administrative work.



### Payroll Specialist

Sambacare

Feb 2021 - Nov 2022 (1 year 10 months)

Payroll Specialist / Billing Services - Verappo (SambaCare Nursing Services)

- Excel, Office and payroll software
- Preparation of salary reports, invoices (totalling 15K monthly hours)
- Administrative work



### Medical Office Secretary

Dr. Sussman Private Clinic.

May 2019 - Jan 2021 (1 year 9 months)

- Received patient lists and arranged them in Excel
- Managed Medical Billing system • Patient relations



### Freelance data entry / Web Development

Freelance data entry / Web Development

Jan 2019 - May 2019 (5 months)

- Worked with Json and Excel Software •

Working knowledge of Javascript, Python, etc.

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## Education



### **Analiza Education Center**

Data analyst, Data analyst

May 2023 - Jul 2023

## Skills

Lecturing • Analytical Skills • Tableau • SQL • Online Data Entry • Microsoft SQL Server • JSON  
• Python (Programming Language) • JavaScript • Data Entry