

Tamar Cohen

In the past few months, I was called on duty service, and now looking for my next challenge.

I have excellent communication skills and quickly learn new technical concepts. Experienced in operations, administration, and office management. I excel in time management, multitasking, and thriving in fast-paced environments. I work well both independently and collaboratively. My strengths include prioritization, attention to detail, strong organizational skills, and creative problem-solving.

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Languages: Hebrew – Native
English – Fluent

Work experience

Sep 2022 – Jan 2024

Syqe Medical | Tel Aviv | Office & HR Admin

- Function as the main focal point for employee's administrative questions and needs.
- Handle all aspects of business travel from beginning to end.
- Supporting CEO & C level scheduling and general tasks.
- Manage office vendors and service providers.
- Coordinate board meetings.
- Support external and internal meeting arrangements.
- Manage office supply budget, ensure accurate and timely reporting.
- Handle Mailing, Taxi orders, couriers, and voice mails.
- Take care of employees' wellbeing.
- Office Invoices management.
- Support HR processes e.g., welfare activities, recruitment, and training.

Dec 2021 – Aug 2022:

Bonsai | Tel Aviv | Restaurant Manager

- Conducted interviews, oversaw the hiring process, and ran staff training for 20+ employees.
- Encouraged a positive, collaborative environment.
- Schedule management and work plans.
- Managing a complex supplier operation.
- Multitasking, working under pressure and prioritize tasks.
- Generated regulations and safety standards checklists and reminders, posting them in staff areas.

Aug 2020 – Dec 2021:

MUZA – Dance Academy | Zoran | Office Manager

- Ongoing management of offices and personal secretary of the owner of the dance academy.
- Staffing a reception position, providing a professional and courteous response to customers, day-to-day administration.
- Responsibility for office procurement and collection.
- The position requires prioritization and task management skills simultaneously and high organizational ability, proactive and ability to execute projects from start to end.
- Responsibility for scheduling meetings and coordinating between several parties.

Profession Skills

- Office:** Word, PowerPoint, Excel, Outlook, Google Calendar, Canva, Box.
- Data Analysis:** Expo, Spss, Bob.
- OS:** Windows
- Lang:** SQL, HTML.
- Frameworks:** MySQL, Android Studio
- General knowledge:** STP, SRS, STD, DevTools, Fiddler, Postman, LogCat, Blisk, GenyMotion.

Education

Jun 2024 – Present: **UX/UI Diploma**, Netcraft Academy – Ramat Gan

Oct 2020 – July 2023: **B.A Behavioral Science**, Rupin Academic Center – Emek Hefer (GPA - 88)

Aug 2020 – Mar 2021: **QA Engineering Diploma**, Mobile & Web Specialization, SV College – Natanya (GPA - 96)

2012 – 2015: **Rabin High school** – Tel Mond (GPA – 105)

Military Service

2015 – 2020: **Bardeles unit** - border protection system of IDF. **Warrior, Commander and Combat officer.**

Command as a company commander of 120 soldiers, commanders, and officers. The role required making decisions under pressure, high-level human relations, personal and general responsibility, meeting deadlines, long-term planning and dealing with unforeseen situations.