



CONTACT



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LinkedIn



Israel

SOFT SKILLS

- Responsibility and dedication
- High interpersonal communication
- High Teamwork
- Creativity and adaptability
- Motivation to learn new areas
- Ability to handle multiple tasks

simultaneously

Shahaf Shabtay

WORK EXPERIENCE

Product Consultant Specialist & Diagnostician

Recruiter - Freelancer

Several global startups and companies; Innervue, Mitrelli, Psyforce

April 2022- Today

- **Product consulting:** Responsible for optimizing systems, ensuring user experience, creating work processes, testing and improving the system according to the customer's needs, providing training to customers.
- **Diagnosis and recruitment:** global and local, conducting virtual and telephone interviews, writing opinions and promoting jobs.
- **Employee evaluation:** Analyzing employees and identifying candidates for various positions through activities and dynamic dialogue.
- **Marketing:** creating business relationships, managing media and creating content, analyzing market needs, and preparing various presentations for marketing and information about the product.

Executive Operation Controller

Super Robotics

Spain, Operating worldwide

January 2023- October 2023

- **Ongoing management:** Managed ongoing operations, including supervising the timeline and establishing business relationships throughout Europe, USA, China, India, and Israel as required.
- **Human resources:** Sourced and hired talented employees by filtering resumes, conducting interviews, and building a cohesive and strong team.
- **Business relations:** Search and develop strong business relationships with companies, manufacturers, and potential services to establish a robust ecosystem in the robotics and startup fields.
- **Process development and efficiency:** Implemented new tools and methods to improve and optimize company innovation, resulting in improved efficiency and productivity.

- Full Microsoft Office
- Canva
- Click Up
- CRM
- ERP
- Hilan
- S400
- Miro
- Comeet
- All Atlassian apps (Jira, Confluence..)
- Banking Softwares

LANGUAGES

- Hebrew: Native
- English: Fluent
- Spanish: Basic (Studying)

EDUCATION

2017: Graduated High-school
(Full 12 years of Study, five units: English, Psychology).

2020: Pilates Instructor Certification
(Hagymnasia)

2021: Bachelor's degree in psychology
Currently Studying
(The Open University)

Welfare Support Officer

Meuhedet Health Maintenance Organization

December 2021 -December 2022

- **Provided daily support** to the company's employees in various welfare-related fields. Answered employee queries and concerns related to salary, various systems, updating details, managing new hires and employee changes, vacation days, and other general queries regarding their rights as employees.
- **Stayed updated** with the latest company policies and regulations, as well as employee rights and benefits.
- **Efficient and reliable point of contact for employees**, ensuring their welfare needs were met.
- **Strong communication skills** and ability to provide excellent customer service.

Sales & Administration

A.A Ortopedics & Cybernet

Jan 2019 – Dec 2021

- **Study counseling and responsible for the entire cycle of courses** by explaining various online courses in "Cybernet," assessing student suitability, and placing them accordingly.
- **Maintained customer retention and relations** through continuous contact and complete support to address their questions and concerns.
- **Administered and sold orthopedic accessories** based on the client's medical requirements, dealt with various health insurance companies, and suppliers, and processed orders.

ARMY SERVICE

I started my position in the "Magal" unit in the class commanders course and ended up as a materials manager for the head of the army's land division.

These positions required: motivation, responsibility, diligence, the ability to handle several tasks at the same time, and deal with stressful situations