

Miriam Alharar Cohen  
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## **Education**

Master of Fine Arts - Hunter College City University, NY, New York  
Bachelor of Fine Arts - School of Visual Arts, NY, New York

## **Work Experience**

2021 - 2023

### **Administrative Manager - Sheba Beyond, Virtual Hospital, Tel Hashomer.**

Israel's first Virtual (technology based) Hospital.

- ◆ Servicing diverse administrative support to management as well as employees.
- ◆ Advance and proactive diary management for a smooth and efficient time management
- ◆ Client facing position, internal and external handling, hospital teams, partners & colleagues.
- ◆ Setting up meetings, conference calls, zoom calls and seminars.
- ◆ Events management, social and professional, from "A to Z"
- ◆ Travel arrangements and expense follow ups.
- ◆ Cross organization projects
- ◆ Hosting company guests from "A to Z"
- ◆ Managing all aspects relating to facilities, office maintenance, kitchen, food, office supply, furnishings etc.
- ◆ Documenting weekly meetings, follow up on action items and missions.
- ◆ Writing, translating, presentations and web research.
- ◆ Managing vendors, printing, marketing & promotional projects.
- ◆ A part of the original 3 people team who established the hospital.

2000 - 2019 Teva Pharmaceutical Industries

### **Marketing Communication Specialist / Marketing Assistant & Office Manager**

- ◆ Supporting all marketing activities related to OTC and consumer goods products
- ◆ Correspondence with local & global business partners
- ◆ Translating all marketing, professional BD materials for meetings, conferences, presentations and emails.
- ◆ Daily liaison with vendors suppliers and business partners in Israel and abroad
- ◆ Managing all aspects of office daily tasks and responsibilities so everything runs smoothly and colleagues are happy

### **Skills**

- ◆ I See myself as an integral part of the organization, and I always try to understand the business and its priorities.
- ◆ I try my best to handle clients, colleagues, and myself in professional manner.
- ◆ I try to maintain good and friendly relationship with all contacts.
- ◆ I always try to exhibit good common sense with a pleasant constructive attitude.
- ◆ Working in global companies I learned how communicate with diverse contacts and key persons, and I am well versed with a global organizational culture.
- ◆ Service oriented with a can do approach, a team player who love to solve problems.
- ◆ Highly proficient English Speaker, Writer & translator
- ◆ Knows all office related duties, people's & operationals.
- ◆ Good Content writer, concept creator of business & marketing presentations / infographics / emails / business proposals
- ◆ Extensive experience organizing company professional conferences & exhibitions.
- ◆ Can handle diverse, multiple, long / short term projects as well as ad hoc tasks.
- ◆ Proactive, productive, creative, functional, an executor from A to Z.
- ◆ Excellent command of: All office apps, Adobe CS & google Apps
- ◆ Day-to-day office operation issues, supply, events, webinars, meetings, travels, invoices.
- ◆ Great ability to find and negotiate with vendors
- ◆ Functioning in a hectic and ad hoc marketing environment, thought me how to be fast, resourceful, and inventive.

### **What else am I proud of**

- I have been a private Chef to some of New York's prominent Families (in my student years)
- I am a painter, life with art is most essential to me
- I am a proud mother to 2 girls (26 & 23).