



DISCREET

KEREN GARTY

Human Recourses

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[Keren Garty](#)



SUMMARY

As a part of my role as Human Resources manager, I deal with and touch all areas of human resources, from recruitment to retirement, including welfare. I learn quickly and bring to work excellent human relations, an open mind and multitasking abilities. I am a people person and believe that everything begins and ends in relationships between people and that's what mostly motivates me at work.

EDUCATION

College of Management

Human Resource Management
2022

Academic Ono

M.A. in organization and management of educational systems
2020

Kibbutzim College

Teaching Diploma
2015

The Open University

B.A. in psychology
2012

SKILLS

- Hebrew - Native
- English - Advanced
- Office 365 (Excel, PowerPoint etc.)
- Canva
- Self & fast learner
- Team player
- Lead & manage
- Excellent interpersonal skills

MILITARY SERVICE

A communications Telegraphy decoding and a Squad Sergeant in the Ephraim spatial brigade

PROFESSIONAL EXPERIENCE

Human Resources Manager

Aerodrome Group | 2022-present

- Managing **recruitment** processes, building a job profile, sorting resumes, conducting phone and face-to-face **interviews**
- Responsible for the **employee's life cycle** from end to end, including appendices, hearings, dismissal letters, removal from the systems.
- **Welfare and promotion of employee experience** in activities including HH, holidays, gifts, formation days, birthdays
- Building an annual **welfare budget**, managing relationships with external suppliers.
- **Employee development and retention** including training programs, conducting adjustment talks and employee evaluation process
- Providing a response to the needs of the individual - terms of employment, approvals and answers in the areas of **labor law**
- **Preparation for payroll** and management of monitoring and control reports
- **Consulting for managers** and work with all units in the company
- Working under the VP of Human Resources and recently as a single function.

Educator

"Yuvalim" Elementary School | 2020-2022

- Education 2 classes at the same time
- ICT coordinator including implementation of ICT programs
- Staff training
- Establishing and managing the Facebook group and the school website

Educator

"Dvora Omar" Elementary School | 2014-2020

- Educator and coordinator of classes
- trip coordinator
- establishment of the school Facebook group
- maintenance of the school website
- Accompanying and guiding new teachers
- part of the management team

Customer Service

Tami 4 - Strauss group | 2009-2011

Responding to the company's customers for incoming calls and responding to the need for objections.

Account executive

Rotem Communication and Public Relations | 2007-2009

Managing collaborations with large companies, managing ongoing contact with journalists.