

Darya Bikovsky

Personal assistant and office manager

Former personal secretary of a colonel in the Military Intelligence Directorate, Intelligence Analyst at IDF Research & Analysis Division and commander at intelligence analyst course with a strong track record of working in a real time mission oriented high stress environment. A passionate, goal-oriented, out of the box thinker with a quick learning ability. Skilled in analyzing, team leading and project management. Highly motivated to learn and acquire knowledge in several fields.

WORK HISTORY

Personal secretary of a colonel in the Military

2022-2024

- personal and operational schedule management in routine and emergency events.
- Working with senior bureaus in the IDF.
- Human resources field management.

Commander at IDF Intelligence Analyst Course

2021-2022

Research & Analysis Division

- Guided new recruits during their initial exposure to the world of research and intelligence.
- Created innovative teaching methods while enhancing the curriculum to correspond to the learning skills of each course member.
- Assisted in development of personal and professional capabilities among the soldiers through training tailored to meet role requirements.

Intelligence Analyst

2020-2021

IDF Research & Analysis Division , Tel Aviv

- Analysis and Data processing of information from variety of hidden sources (SIG-int) while using internal intelligence search engines and SQL based systems.
- Developed and presented intelligence assessments being an input for high-ranks officers in making strategic decisions in terms of operations and activities.
- Collaboration with tech and research units to promote shared projects when working at 8200 offices

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SKILLS

- Creative problem solving
- Functioning in high-stress environment
- Analytical skills
- Project Leading
- Team management
- Presentation skills
- Teamwork and Collaboration
- High interpersonal skills

PROFESSIONAL TOOLS

- Excel
- Word
- PowerPoint
- Outlook
- Google Calander

LANGUAGES

Hebrew (native speaker)

English (full professional proficiency)

EDUCATION

Ort Kreizman Givatayim

2016-2019

- Chemistry- 5 units
- Biology- 5 units
- English- 5 units
- Certificate of Social Excellence

CERTIFICATIONS

2020

IDF Analyst course

2022

IDF Intelligence Commander course

VOLUNTEERING

Volunteered for 3 years as a group leader at the

HaNoar HaOved VeHaLomed.

Executed and organized activities, trips and summer

camps.