

# IDO SHNAIDER

Back Office Manager

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## EXPERIENCE

May 2023

Jan 2024

### C.M.O

**Capital market college** | Petah tikva / Hifa

- Developed and executed strategic partnerships to expand reach and market share.
- Managed cross-functional teams to deliver projects on time and within budget.

Jan 2023

May 2023

### SALES MANAGER

**real estate** | Tel aviv

- Led a high-performing sales team to consistently exceed revenue targets.
- Managed key client relationships to secure repeat business and drive customer satisfaction.

Oct 2021

Nov 2022

### C.M.O

**proudactions group** | Tel aviv

- Managed cross-functional teams to launch successful product campaigns.
- Spearheaded social media presence, growing followers by 50% within one year.

## EDUCATION

Jan 2023

Jul 2023

### BUSINASS CONSULTANT

**Ruppin Academic Center**

### FULL MATRICULATION

**Hadera High School** | Hadera

## MILITARY SERVICE

- five years of significant service as paratroopers fighter and medical organization officer
- managed three courses of combat medic
- responsible for a vriety of areas simultaneously
- building formats for effective management

## OBJECTIVE

Experienced office manager with strong leadership skills and a track record of optimizing office operations. Known for fostering a positive work environment and driving productivity through effective team management strategies.

## SKILLS

- Time management
- Organization
- fast onboarding
- Leadership
- Communication
- Problem-solving
- Customer Relationship Management
- Innovative Thinking

## LANGUAGES

- English | Advanced
- Hebrew | Native
- Microsoft Office | Native