

AVIVIT ADLER-ASSIS

HR Admin / Project Manager / Team Leader

נשלח מאתר ג'ובנט

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About Me

Dedicated and results-oriented HR Operations Admin. Strong in project management, planning, collaboration, and team building.

- Led a successful rebranding project that resulted in a significant increase in website awareness and activity
- Developed a new program logo and website that were well-received by clients and staff.
- Managed a cross-functional team of designers, developers, and marketers to execute the rebranding project successfully.
- Effective employee onboarding of new employees.
- Led a team of 8 employees in training and professional development initiatives.

Education

- ◆ 2023
Project Manager
Product Experts
- ◆ 2021-2022
M.ED Educational Technology
Seminar kibbutzim college
- ◆ 2004-2008
B.ED Cinema and Media
Seminar kibbutzim college

Military Service

- ◆ military medic
1996-1998

Language

- Hebrew – Native
- English – Advanced

Work Experience

- ◆ T. MORE - Advanced Learning Solutions, Head of learning and Training department
2021- 2023
 - Experienced manager overseeing instructors, coordinating placement, and ensuring effective performance.
 - Talented recruiter sourcing and selecting top talent for organizational growth.
 - Responsible for digital media and company website development and management.
 - Education project manager producing mockups for effective project management.
 - Managing a team of 8 instructors
- ◆ ICT instructor, Ministry of Education
2019-2021
 - Instructing educators on classroom technology
 - Constructing professional development programs
 - Classroom tech support
- ◆ Educator and ICT coordinator, Ministry of Education
2013-2021
Educator and ICT coordinator facilitating effective integration of technology.

Skills

- Leadership
- Team player
- Multi-tasker
- Self Motivated
- Fostering productive relationships
- Managing social media
- Managing websites

Tools

- Jira
- Monday
- Photoshop
- Illustrator
- Genially
- Wordpress
- Canva