

GEFEN GIL

I'm thorough, organized, open-minded and a determined quick learner. With a keen eye for detail and a strong organizational drive, I ensure that tasks and projects run smoothly from start to finish, while carefully prioritizing goals and successfully dealing with unexpected challenges and identifying problems before they occur and preventing them. My high sense of responsibility, quick absorption of information and excellent interpersonal skills help me to quickly adapt to different work environments. While being capable of handling complicated issues on my own, teamwork is also very important to me. I am excited for the opportunity to take part in a meaningful role in which I could advance the company while also extending my own skills.

Information

 gefengil5@gmail.com

 052-5426953

 Rishon Le Zion | Mobile

 www.linkedin.com/in/itsgefengil

Skills

- Management
- Manage multiple tasks and priorities effectively
- Critical thinking
- Great eloquence
- Excellent technological orientation
- Full proficiency in Microsoft Office
- Hebrew – native; English – Advanced
- Communication – Excellent Interpersonal ability and great at motivating people
- Willingness to work overtime

Awards

2020 | National Control Center Excellency Award

The Best Employee of the Year

2020, 2021 | Dean's Excellency Award
Received merit scholarships

The Student with the best grades of the Year

Miscellaneous

Research and Policy Referent for the Assimilation of Gender Thinking and the Promotion of Gender Equality | The Office for Women Status Advancement, Municipality of Rishon LeZion
During 2021-2022

Council member of the Tel Aviv University Student Union
During 2019-2020

Work Experience

FISCHER & Co Law Firm Adv | Legal secretary

2023

- Provide personal assistant services & Ongoing administrative support for a wide legal team (about 15 lawyers, among them **5 partners**).
- Manage large number of complex calendars while ensuring efficient time management & prioritization, and maintain dynamic day to day schedule.
- Correspondence in and out of the office, by emails and phone calls.
- Handle delivery logistics and mail.
- Greet of guests.

National Control Center, The National Fire and Rescue Authority | Operations Sargent & Acting Shift Manager

2018 – 2022

- Shift management – Leading a team of several employees while providing professional support and real-time response.
- Administrative assistant for C+V level members of the organization.
- Experience in project management and leading improvement processes
- Monitoring, operation, and management of nationwide emergencies in conjunction with the senior management of the organization.
- Providing affordable and quick service to various parties simultaneously.
- Real-time solution of complex problems while exercising maximum judgment.
- Statistical data collection for production of daily reports.
- Transcription and summary of convenings with multiple participants, preparation of presentations and operational investigations.
- Trainings and professional guidance of new employees.
- Personal initiative as an Informal HR – Coordinate the field of rights, terms of employment, welfare and salary; Accessing knowledge to employees, handling of complaints and problems.

Electronic Warfare Division's Operational Control Center, Elbit Systems (on behalf "Civil Intelligence" Company) | Operations Sergeant

2016 – 2017

- Continuous monitoring of the company's ongoing facilities, both routinely and during emergencies, while coordinating their various factors.
- Preventing collection of IEDs, locating threatening factors, directing forces to deal with emergency incidents, and assisting incident command.
- Carrying out different tasks simultaneously, independently, under pressure.

Military Service

Data Communication & Encryption Operator, Communication Systems Technician, 8200 Unit, Intelligence Division, ICT Corps, IDF

Full service, discharged as a sergeant at 2015

- Responsible for the operation and usage of complex technological intelligence systems.
- Maintenance of the communication systems functioning, transmission, and intelligence sources.
- Handling high importance failures within challenging conditions and varying work environments.

Education

Tel-Aviv University | Dual major B.A at the Faculty of Humanities, Completed in 2023

The multidisciplinary program in the Humanities with a final grade of 92, **Magna Cum Laude**

Women and Gender Studies Program with a final grade of 91