

# AVIVIT ADLER-ASSIS

HR Admin | Project Manager | Team Leader

Click & Work

שלוח מאטר 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