

# NOY VIDAS

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## SUMMARY

Psychology B.A graduated with honors, excellent interpersonal skills, experience managing employee benefits, employee hiring and onboarding, performance management and HR records. high administrative skills. Highly productive while working with colleagues and alone. Effectively and autonomously responses to unplanned cases. Possess excellent verbal and written communication skills. Friendly, patient and kind.

## SKILLS

- Interpersonal Skills
- Attention to Detail
- Multitasking and Prioritization
- Problem Solving abilities
- Analytical approach
- Creative Thinking
- Candidate assessment
- SPSS software

## EXPERIENCE

### HR Recruiter / Yalostar Holdings

01/2023 – 06/2023

- Sourcing candidates online on various platforms and conducting background checks accurately and efficiently.
- Creating and updating job advertisements and descriptions.
- Conducting new potential employees interviews.
- Recruited new employees to the business ensuring all onboarding steps were followed.

### Guide / Reut ba'emek rehabilitation center– Emek hefer, Israel

10/2021 – 10/2022

- Assisted in the emotional care and management of patients across all age ranges with psychiatric issues, which staying at the center for social and employment rehabilitation after a prolonged hospitalization in mental health centers.
- Providing an emotional companion for groups and individual patients.
- Planning and carrying out activities for the patients.
- Improving social and interpersonal skills across the patients.

### Shop supervisor / DIDA Ice Cream shop

10/2020 – 10/2021

- Ensure high levels of customer satisfaction by providing excellent service and addressing customer complaints promptly and professionally.
- Managed and supervised all shop operations, including staff management, shift organization, inventory management, and customer service.
- Implemented training programs for new and existing employees, improving overall employee performance and customer satisfaction.

- Responsibility for formulating and representing the IDF's position on committees that focus on export of military weapons, knowledge, and technologies.
- Working and collaborating with government agencies in the Ministry of Defense, Israeli defense technology companies, the Israeli Navy, Air Force, and Intelligence Corps.
- Working together with fellow commanders and senior military officials to synchronize joint operations and accomplish common goals. Demonstrated exceptional leadership, communication, and problem-solving skills in high-pressure and dynamic environments.
- Learning and comprehending technical details about the technologies, systems and weaponry.
- Maintaining foreign relations with other countries all over the world while using classified codes.

EDUCATION AND TRAINING

B.A: psychology

Ruppin Academic Center- Emek Hefer

2020-2023

Security interviewer

IDF training

11/2016-02/2017

- Assessing the qualifications and suitability of candidates for security positions.
- Conducting interviews, evaluate experience and skills.
- Assessing and selecting qualified security personnel who can contribute to the organization's safety.

High School

Ruppin high school- Emek Hefer

2010-2016

- Graduated with full matriculation.
- Psychology and sociology Major.

LANGUAGES

Hebrew: Native

English:

Proficient