



## SUMMARY

As a part of my role as Human Resources manager, I deal with and touch all areas of human resources, from recruitment to retirement, including welfare. I learn quickly and bring to work excellent human relations, an open mind and multitasking abilities. I am a people person and believe that everything begins and ends in relationships between people and that's what mostly motivates me at work.

## EDUCATION

### College of Management

Human Resource Management  
2022

### Academic Ono

M.A. in organization and management of educational systems  
2020

### Kibbutzim College

Teaching Diploma  
2015

### The Open University

B.A. in psychology  
2012

## SKILLS

- Hebrew - Native
- English - Advanced
- Office 365 (Excel , PowerPoint etc.)
- Canva
- Self & fast learner
- Team player
- Lead & manage
- Excellent interpersonal skills

## MILITARY SERVICE

A communications Telegraphy decoding and a Squad Sergeant in the Ephraim spatial brigade

## PROFESSIONAL EXPERIENCE

### Human Resources Manager

Aerodrome Group | 2022-present

- Managing **recruitment** processes, building a job profile, sorting resumes, conducting phone and face-to-face **interviews**
- Responsible for the **employee's life cycle** from end to end, including appendices, hearings, dismissal letters, removal from the systems.
- **Welfare and promotion of employee experience** in activities including HH, holidays, gifts, formation days, birthdays
- Building an annual **welfare budget**, managing relationships with external suppliers.
- **Employee development and retention** including training programs, conducting adjustment talks and employee evaluation process
- Providing a response to the needs of the individual - terms of employment, approvals and answers in the areas of **labor law**
- **Preparation for payroll** and management of monitoring and control reports
- **Consulting for managers** and work with all units in the company
- Working under the VP of Human Resources and recently as a single function.

### Educator

"Yuvalim" Elementary School | 2020-2022

- Education 2 classes at the same time
- ICT coordinator including implementation of ICT programs
- Staff training
- Establishing and managing the Facebook group and the school website

### Educator

"Dvora Omar" Elementary School | 2014-2020

- Educator and coordinator of classes
- trip coordinator
- establishment of the school Facebook group
- maintenance of the school website
- Accompanying and guiding new teachers
- part of the management team

### Customer Service

Tami 4 - Strauss group| 2009-2011

Responding to the company's customers for incoming calls and responding to the need for objections.

### Account executive

Rotem Communication and Public Relations| 2007-2009

Managing collaborations with large companies, managing ongoing contact with journalists.