

# ESTHER COHEN

## Office Manager

I'm a specialist in handling daily tasks and managing team operations.

I'm organized , outgoing and efficient ,and I possesses strong ability to identify issues and offer creative solution



### EXPERIENCES

#### National Police Academy

2020 - Actual Position

##### Responsible for collective catering

- More than 20 services from meal order management
- Organizing events for the different teams
- Complete orders for the daily tasks
- Supervise ordering and inventory for commands

#### AD MOEX - Building project management

2018-2020 | Paris - France

##### Executive assistant

- Managing incoming and outgoing mail
- Meeting co-ordination – maintain & manage the executive schedule
- Executive administrations
- A track record of delivering projects on time

#### Children's Day Care (Several units)

2004-2018 | France - Israel

##### Childhood educator

##### Supervisor of early child unit

- Provide ethics and knowledge teaching to early childhood
- Teach Basic language material
- Elaborate education planning for every week achievement

### CONTACT

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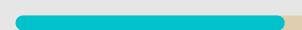
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Beth Shemesh

### SKILLS

Public relations and management



Time management



Effective Communication



Organizing events



Multitasking



### EDUCATION

2018

Google course online

- Google Project Management: Professional Certificate

2004

Aquiba School - France

- High School Diploma - Economics options