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Address: 42 Itzhak Rabin, Holon, Israel

- **Currently working, available in 1 month notice – Please keep discreet**

Extremely conscientious and collaborative team player that works in a meticulous and organized manner;
Constantly optimizes personal performance in the pursuit of achieving objectives and key business directives.
Excellent communication and analytical skills.
Accustomed to working under pressure with high performance standards
Vast experience with building connections and positive working and personal relations with customers.
Detail-oriented, professional, versatile and flexible.

PROFESSIONAL EXPERIENCE

Vishay Precision Group (VPG) : 2008 – Today

Executive Assistant to VP of VPG 2018- Present

- Managed calendar and scheduling, coordinated all team meetings both globally and locally.
- Daily support to the operation's team
- Managed all details of travel, flights, hotels, restaurants, meetings abroad and Visa arrangement.
- Responsible for communication with partners and selected customers.
- Worked and communicated with various overseas entities, primarily in the US.
- Responsible for expense reports and opening and issuing purchase requisitions.
- Assisted in the organization of company events and social activities.
- Assisted with yearly budget reviews and quarterly presentations.

Sales and Customer Success 2014-2018

- Managed both domestic and international customer business accounts.
- Delivered exceptional account service to strengthen customer loyalty.
- Developed and maintained effective business relationships with international customers.
- Reviewed and processed customer orders.
- Coordinated between internal and external organizational departments.
- Managed a high-volume workload within a deadline-driven environment.
- Assisted management by preparing invoices, reports, memos, data analysis, financial statements and other documents.

Administrative Assistant and Office Manager to VP 2008-2014

- Managed day-to-day administrative tasks such as file maintaining and processing paperwork.
- Maintained multiple office schedules.
- Managed travels, scheduled meetings, managed and oversaw correspondences.
- Responsible for communications with partners and selected customers.
- Worked and communicated with various overseas entities, primarily in the US.
- Responsible for various corporate reporting to US parent company.
- Responsible for opening and issuing purchase requisitions and for the Synerion attendance report.

- Assisted in the organization of company events and social activities.

FedEx : 2005 – 2008

Customer Account Manager

- Managed a portfolio of high level accounts.
- Managed and coordinated international communication between responsible bodies.
- Responsible for maintaining customer service and customer relationships for over 20 customers.
- Delivered exceptional account service to strengthen customer loyalty.
- Developed and maintained effective business relationships with international customers and coworkers.
- Maintained key customer accounts in a timely manner to ensure accuracy, superior service and solution options.

EDUCATION

George Washington University. Washington, DC USA

Bachelor of Arts: Psychology and Communications

Gome Coaching School. Kfar Yarok, Israel

Certification in Coaching and Mediation

LANGUAGES

- English –Mother tongue
- Hebrew- Fluent

COMPUTER SKILLS

- Full literacy in all **Office** applications
 - Proficient with MFG system
 - SAP
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