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## PROFESSIONAL SUMMARY

Empathic and results-driven **People Operations, HR, and Employee Experience** Manager with a proven track record working in **global high-tech companies**. Expertise in **HR and recruitment**, demonstrated through effective **team management**, achievement of recruitment goals, and seamless **employee lifecycle management**. Strong **negotiation skills** maintaining cost-efficiency. Exceptional **organizational abilities** in overseeing **round-the-clock office operations**, travel arrangements, and **financial** management. Committed to fostering a positive work environment and delivering exceptional results.

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## EDUCATIONAL BACKGROUND

### Ben Gurion University

BA in Business Management

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## MILITARY BACKGROUND

### IDF – Air Force

Office manager of the Manat Squadron Commander, Israeli Air Force

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## LANGUAGES

- Hebrew – **Native**
- English – **Fluent**

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## TECHNICAL SKILLS & TOOLS

- Microsoft Office: Outlook, Excel, Word, PowerPoint, Forms
- GSuite: Sheets, Docs, Slides, Gmail, Forms
- Hilanet
- Real Time (Zman Emet)
- Meckano
- ServiceNow

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## PROFESSIONAL EXPERIENCE

### People Operations Manager & HR at DAZN

2021 – Present

- Managing a wide range of **operational and administrative** tasks, ensuring the smooth functioning of the office environment. **First point of contact** for employees, candidates, guests & suppliers on all office aspects.
- Overseeing all office operations including **bookkeeping**, managing **financial records, office equipment, vendors**, etc.
- Managing, creating, and implementing overall **global HR processes** (onboarding, performance review, internal communication, etc)
- Building **strong business relationships** – working closely with managers and employees to **improve work relationships**.
- Identifying and onboarding new **suppliers**, evaluating their suitability and **negotiating contracts** to **optimize procurement** processes, while maintaining effective relationships with current suppliers, ensuring timely delivery of goods and services.
- Leading **welfare/employee experience management**: handling & creating **budgets**, company **events**, holidays, company **parties**, employee **gifting**, All Hands, Happy Hour sessions and more.

### Office Manager & HR Specialist at Bolt

2019–2021

- Managing a wide range of **operational and administrative** tasks, ensuring the smooth functioning of the office environment. **First point of contact** for employees, candidates, guests & suppliers on all office aspects.
- Overseeing all HR & **office operations & processes**: bookkeeping, supplier coordination, HR administration, and recruitment procedures
- Leading **welfare/employee experience management**: handling & creating budgets, company events, holidays, company parties, employee **gifting**, All hands, Happy Hour sessions and more.

### HR & Employee Experience Team Manager at Citrin Tech

2016–2019

- Overseeing **recruitment** coordinators, conducting **team trainings**, and ensuring achievement of **recruitment goals**.
- Responsible for the **employee lifecycle** including **onboarding, performance evaluations**, and employment termination.
- Managing welfare initiatives such as company events, holiday gifts, toasts, team building days, & more

### People Advisor at Ortal HR Recruitment Company

2015–2016