

Yoni Fainberg

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Summary

Highly experienced in executive administrative management, providing support and assistance to management teams, and office operations management .

Proactive, energetic, diligent, with strong abilities to manage tasks under pressure.

Excellent interpersonal skills, service-oriented, and pleasant to work with.

Languages :Hebrew – Native English - Very High Level

Seeking to join a position as an Office Manager or Personal Assistant

Work Experience:

2023 – 7/2024

Personal Assistant to Two Senior Executives / RPYD Ltd

- Dynamic scheduling management for two senior executives.
- Providing cross-organizational administrative and operational services.
- Handling orders, procurement, business travel, and international guests.
- Work interface with the company's offices in Israel and abroad

2020 – 2023

Office and Operations Manager / ART MEDICAL Ltd

- Overall responsibility for all aspects of administration and operations within the company.
- Interface work with various departments such as finance, HR, production, and laboratory.
- Managing onboarding processes for new employees and assisting in their integration into the company.
- Scheduling and organizing meetings, events, and conferences.
- Responsible for employee welfare activities, including organizing fun days and parties.
- Monitoring employee attendance through software and manual records.
- Managing the day-to-day operations of the company's offices, including overseeing administrative and maintenance staff.
- Working with suppliers, negotiating contracts, and handling procurement agreements.
- Comprehensive responsibility for international business travel, including travel insurance, working with car rental companies, and booking travel services.

2019 – 2020

Administrative Manager and CEO Assistant / SIMPLIVIA Ltd

- Personal assistant to the CEO, participating in and summarizing meetings, handling expense reports.
- Led and set up the new headquarters in Hod Hasharon.
- Worked directly with managers and employees across departments at the headquarters and production plant.
- Responsible for business trips abroad, travel insurance, car rentals, etc.
- Coordinated and handled logistics for meetings and events for the company's distributors abroad, including hotel bookings, VIP transportation, and restaurants.
- Worked directly with board members, coordinated meetings, and prepared materials for board meetings.

2017 – 2019

CEO and Chairman Personal Assistant / Einat Food Industries Ltd

- Managed external and internal schedules for the CEO and Chairman, including meetings with clients and suppliers, meeting formats, and schedule tracking.
- Handled export orders, working with shipping and customs companies, preparing relevant documents, and tracking the process.
- Responsible for flights, hotels, car rentals, and expense reports.
- Organized events for company employees and management, supported HR activities, including birthdays and holiday gifts.

2012 – 2017

Marketing Director Assistant / Odis Filtering Industries Ltd.

- Managing the Marketing Director's schedules, organized meeting rooms.
- Managing VIP conferences and visits, including logistics, security protocols, materials preparation, meeting rooms, and catering.
- Supported marketing activities, contacted companies domestically and internationally to promote business cooperation, gathered information, and coordinated meetings.
- Led marketing projects, working with graphic designers and various suppliers.

2008 – 2012

Personal Assistant to the Trading Division & Customer Retention CEO / Gibor Sabrina Ltd

- Provided administrative support to marketing and sales, calculated commissions and bonuses, reviewed pricing.
- Renewed contracts with brand franchisees, approved invoices, and organized promotional and PR events.
- Managing customer complaints, leveraged complaints to improve and solidify customer loyalty, increased membership in the customer club.

Education **Personal Assistant to**

The College of Management – Rishon LeZion

Certificate Program: Two-year Business Administration program, specializing in Marketing and Finance

The College of Management – Tel Aviv

Certificate Program: Advertising and Public Relations

Military Service :Maintenance Audit Section Clerk, IDF Technological and Logistics Directorate