

IDO SHNAIDER

Back Office Manager

EXPERIENCE

May 2023
Jan 2024

C.M.O

Capital market collge | Petah tikva / Hifa

- Developed and executed strategic partnerships to expand reach and market share.
- Managed cross-functional teams to deliver projects on time and within budget.

Jan 2023
May 2023

SALES MANAGER

real estate | Tel aviv

- Led a high-performing sales team to consistently exceed revenue targets.
- Managed key client relationships to secure repeat business and drive customer satisfaction.

Oct 2021
Nov 2022

C.M.O

prouductions group | Tel aviv

- Managed cross-functional teams to launch successful product campaigns.
- Spearheaded social media presence, growing followers by 50% within one year.

EDUCATION

Jan 2023
Jul 2023

BUSINASS CONSULTANT

Ruppin Academic Center

FULL MATRICULATION

Hadera High School | Hadera

MILITARY SERVICE

- five years of significant service as paratroopers fighter and medical organization officer
- managed three courses of combat medic
- responsible for a vriety of areas simultaneously
- building formats for effective managment

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🏠 Eylon 4 , Hadera

📞 0503011961

OBJECTIVE

Experienced office manager with strong leadership skills and a track record of optimizing office operations. Known for fostering a positive work environment and driving productivity through effective team management strategies.

SKILLS

- Time management
- Organization
- fast onboarding
- Leadership
- Communication
- Problem-solving
- Customer Relationship Management
- Innovative Thinking

LANGUAGES

- English | Advanced
- Hebrew | Native
- Microsoft Office | Native