

# GAYA NOF COHEN

## ADMINISTRATIVE AND PERSONAL ASSISTANT OFFICE MANAGER



### CONTACT

☎ 054-9926377

✉ gayag689@gmail.com

### SKILLS

- Teamwork, self discipline.
- Time Management and tasks priority.
- Verbal & Written communication
- Problem Solving
- Prioritization and organization
- Office - User at a professional level, knowledge in Excel and Word software.
- Leadership
- ERP Based System

### LANGUAGES

English	Fluent
Hebrew	Native

### ABOUT

Personal assistant to the CEO, office manager and administration and part of the human resources department responsible for welfare.

Skilled in teamwork, ability to motivate internal and external factors, broad vision, thinking outside the box, independent and multi-tasking while maintaining excellent interpersonal communication.

I am a person who likes looking at problems as a challenge and turning them into solutions. I am a great addition to any organization and am always happy to learn new things.

### EXPERIENCE

#### **Personal Assistant - Human Resources Department 2022-Present** **GetSAT Communication Ltd**

The personal assistant of a prosperous high-tech CEO in the field of satellite communications. The position includes managing complex calendars, scheduling and organizing meetings in an orderly and efficient manner, anticipating and prioritizing schedules, making travel arrangements, managing confidential and sensitive information, and maintaining effective communication channels with internal and external factors.

As part of the HR team, I was in charge of welfare events like holidays, toasts, company parties, lectures, and Happy Hours as well as Gifting the workers on any given event, whether it is personal (childbirth, wedding, etc.) or national (Passover gifts, Rosh Hashana etc).

In addition, managing all engagements in the reception front desk, and taking a part in recruiting new employees.

#### **Administrative Assistant - Legal Department 2020 - 2022** **Ormat Technologies Inc.**

Administrative management of the legal department of the company. The job includes ongoing work alongside the company secretary in addition to filing documents, the day-to-day management of the department and overall office work. Opening purchase orders and requisitions, handling suppliers and invoices on an ERP-based system.

#### **Private tuition for mathematics and English 2017-2020** **Marketing Manager 2014-2016**

##### **Riki Dalal**

Marketing Manager at one of the most advanced Israeli wedding dress company in Europe. Project management, meeting schedules, dealing with stress, managing ongoing communication in English, preparing presentations and managing projects in both English and Hebrew.

#### **International Sales Manager 2010-2014**

##### **Abroad**

Sales manager, Work Abroad (several states in the United States) an outstanding saleswoman known for her skills in training young and new personnel, recruiting and training employees, and providing a quick response to problems in the field.

### EDUCATION

#### **B.A In Human resources and communications** **Achva college**

Holds a bachelor's degree in Behavioral Sciences - Human Resource Management and Communication, from Achva College (on behalf of Ben-Gurion University).