

Resume – Gili Keren

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I am an experienced Office operations and Administrative manager for over 10 years, with specific experience in coordinating with a variety of interfaces globally and monitoring processes in a fast-paced environment. High commitment to tasks. Ability to prioritize projects, while handling the unexpected. Interested in a Full-time position in a company I can grow with. Immediate availability for the position.

Work Experience:

2023-2024- Venture Capital Firm, Executive Assistant for Managing Partners

Managing calendars for Founders, work with vendors and investors, daily office management.

2023 – Traded Biotech company , Personal Assistant for Founder, Office Operations

Managed payments for suppliers and Invoice approvals, Calendar management for 2 executives. Flights and Travel arrangements, Organize Fun days, Daily office tasks. Coordinate with researchers for clinical trial stages. Worked mostly with Priority, Adobe, MS Office.

2014 - 2022- Dell EMC² / Dell Technologies - Administration and Office Operations specialist

A Global technology development company, working with teams around the world on multiple projects, maintaining global databases and improving work processes.

- Provide a high level of administrative, financial support for management, as well as planning and execution of events of various sizes and supporting field logistics and travel for the teams.
- Manage Office administration and act as the focal point for operational needs. Schedule and coordinate meetings and appointments for several department managers, Resolve scheduling conflicts, assist with presentations for management and ongoing office maintenance tasks.
- Work alongside all suppliers, service providers, property owners, manage purchasing process, Control and Monitor Budgets for all orders alongside the Finance department.
- Prepare and process financial documents, transactions, and entries such as purchase requisitions, expense reports and invoices for travels, coordinate Travel, Flights, accommodation, and transport for management. Any other personal expenses. Assist employees with petty cash reimbursements and credit card reports.
- Invitation letters for all incoming guests and travel visas.
- Establish and maintain Employee data in HR systems and address employee's queries regarding office management issues.
- Work directly with Corporate HR functions on recruiting, benefits administration, and team moves. Handle ad hoc projects as they arise.

- Order and maintain inventory of supplies, Oversee and instruct support staff. Perform additional functions incidental to office activities.
- Provide personnel policy and procedure guidance to employees and management.
- Serve as a local liaison for onboarding contract services and managing acquisition contracts and processes on designated company platforms.
- Provide ongoing support for enrollment for Training and Courses.
- Support HR in Onboarding/Offboarding of all employees, employees gifts, welcome package, Anniversary gifts etc.
- Execute company welfare activities and maintain corporate welfare budgets, Company events, team Fun days, Happy hours. Prepare orders of office supplies, 10Bis, Cibus, Entrance cards, parking solutions.
- Work closely with professional staff providing support in Data entry, coordinating office space, formatting documents and communication materials.
- Update patent requests, and other legal documents.

2012-2013 - Oranim Real Estate, Full Time PA for CEO

- Manage calendars for CEO, Assets management and services follow-up, work with construction groups, Infrastructure, and Insurance companies and follow up of all properties, etc.
- Provide support for Construction projects, both in Israel and the UK. Coordinate multi-participant meetings.
- Support accounting on payments and suppliers' reports.

Education: BA Political Science and education, Bar Ilan University.

English teaching for High School students, Lewinsky College.

Languages: Excellent level of English as mother tongue, both written and verbal. Hebrew.

Software and Tools: Excellent knowledge of all MS tools, Adobe, Slack, Teams, ServiceNow, Concur, Ariba, Jira, Priority, Kol Natun (finance), Hilanet, Confluence, Fieldglass, G-suite.

Well-developed organizational, analytical, and interpersonal skills, Strong attention to detail. High energy, ability to work well under pressure, always with a positive and helpful attitude, absolute confidentiality, project management skills, Strong Multi-tasking abilities, and continued work in a fast-paced dynamic environment, highly proactive and able to execute projects from start to finish.

Availability for extra hours, long time experience with welfare and organizing events off-site, ability to work effectively both independently and within a team. Immediate availability for the position. Recommendations can be provided.

Thanks for your attention,

Gili