

ABOUT

A first-year Business Major at Ruppin Academic Center, I offer practical experience in administration, marketing, and sales. Known for strong analytical and interpersonal skills, I excel in dynamic settings, consistently demonstrating adaptability, efficiency, and a commitment to continuous learning.

SKILLS

SQL – DDL, DML	Microsoft Office (excel and PowerPoint)	Proven Sales Expertise
Programing C#	Analytical skills	Strong Interpersonal Abilities
OTC market and due diligence	quick learner	Efficient and Self-Motivated

EDUCATION

Ruppin Academic Center - Business management | start year 2023 - Expected Graduation 2026

Trade Tribe - Online trading courses on the stock market | start year 2017 - end year 2020

OTC trading course - In-depth analysis of OTC Companies and financial reports | Completed 2020

Advanced trading course - Extensive training in due diligence processes | Completed 2018

Basic trading course - Fundamentals of trading, chart, and trend analysis | Completed 2017

Israel Galili High School | Graduated 2017 – Majord in - Computer Science, Chemistry, and System Planning.

EXPERIENCE

Customer Service Administration Student, Philips Israel – 2024 - 2025

- Established new working relationship and procidures with a top client demonstrating teamwork
- Managing cases and updating install base on ServiceMax – Salesforce
- Communicating Correction & Removal notices to clients
- Placing orders from external suppliers, sending invoices to clients

Coffee Shop Shift Supervisor, Neto Investments - 2024

- Led a team of 1-3 employees, ensuring smooth operations and fostering a supportive work environment
- Managed task allocation, break scheduling, handled customer and staff concerns with efficiency and diplomacy

Reception and Administration, Galili Tourism and Nature Ltd. Agamon Hula – 2023

- Established work procedure and written accompanying guides, reducing errors and increasing efficiency
- Managed front-end operations, excelling in customer service
- Coordinated tour logistics, showcasing organizational skills

Marketing Coordinator, Jezrael Winery - 2021

Initiated and led a telemarketing campaign for B2B prospects:

- Created and categorized a comprehensive client list
- Established communication through phone calls and emails
- Successfully negotiated deals with clients
- Initiated vendor selection and order management, building skills in vendor relations

Military Service

Simulator instructor in the Armored Corps 2018-2020

- Delivered one-on-one training in advanced weaponry and firing techniques using an Albit system
- Adept at resolving program and equipment issues

Languages

English - Fluent | Hebrew - Mother tongue | Spanish - Intermediate