

Etay Harel

Administration & Project Manager

CONTACT ME

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📍 Hakishon 52 St, Tel Aviv

📅 20/01/1989

💕 Single

EDUCATION

2017-2022 Bachelor of Education
(B.Ed.) in Education and History –
Beit Berl College.

2022 Art Therapy Preparatory
School - Wurzburger College

2020 Permaculture Certificate
Course of "Permaculture Israel"

2019 Teacher Training "How to
Educate about the Climate Crisis"
under the guidance of Liad Nim

SKILLS

- Multilingual:
Fluent in Hebrew,
excellent in English.
- Proficient in computer skills,
including Microsoft Office 365.

WORK EXPERIENCE

Trip Coordinator and Staff Member 2020-Present

"Geula" Community High School, Tel aviv

- Organized and managed educational trips, overseeing budget, orders, and payments.
- Developed work procedures and established office policies related to trip culture.
- Managed and supervised teams ranging from 10 to 40 members for various events and educational programs.
- Produced internal company events such as holidays, welfare activities, and outdoor outings for up to 40 people.
- Conducted frontal lessons for students.

Administration & Project Manager 2017-2022

"Jaffa Educators Kibbutz", "Yesodot Lezmicha Dror" Association, Tel aviv

- Acted as the focal point for all 35 employees, managing accounting, equipment, and personal needs.
- Oversaw cross-company projects focused on future partnerships, involving data collection and collaboration with various personnel.
- Organized seminars and semi-annual training events for 20-300 participants, handling vendor relations, budgets, and logistics.
- Managed budgets and resources while fostering relationships with authorities and governmental organizations.
- Coordinated orders for urban and neighborhood cultural events.
- Developed work procedures and office policies in alignment with the organization's objectives.

Instructor and Project Manager 2019-2023

Kurt Löwenstein House International Seminar Center, Berlin

- Created travel plans for Israeli delegations, coordinating with suppliers and managing budgets.
- Trained youth and adults from across Europe in an international setting.
- Designed and implemented training programs for international meetings.

Activity Coordinator and Training Coordinator 2016-2018

"Habonim Dror UK", Tel aviv

- Organized seminars and training events for 20-300 participants, managing vendor relations, budgets, and logistics.
- Engaged in educational activities in both Britain and Israel.
- Conducted training programs and seminars internationally.

ADDITIONAL INFORMATION

Coordinator & Lecturer, "Hanoar haoved vehalomed" 2011-2016

combat, IDF, 2008-2011