

Shiraz Koretz

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Objective

Currently at the second year, I am a motivated worker with natural leadership skills. I think both analytically and strategically. I have given large responsibilities, worked under pressure while working with numerous internal and external factors to fulfill the task at hand.



EDUCATION

BA in Information System Management | 2018-Present | Ben Gurion University

- Currently at the third year
- Throughout my degree I have volunteered with "Perach"- Accompanying young student
- Throughout my degree I have volunteered and tutored adults with special needs.
- GPA: 89

Amal Lady Davis High School | 2007-2013

- Majored in Literature and Film.
- High honors.



PROFESSIONAL EXPERIENCE

Salesforce analyst | 2019 - Present | Ben Gurion University, Dep. Of international affairs.

- Responsible for operating the system in terms of codes, Forms, Business processes, etc.
- Providing first hand assistance to users who encountered technical difficulties.
- Characterization of business processes and their implantation in the system.

Logistic Coordinator | 2018-2018 | "Israel Cancer Association"

- Recruited numerous schools to join the donation operation.
- Lectured adolescents about cancer, including methods of prevention.
- Coordinated the logistic aspects of the operation between various parties in the educational system.

Secretary | 2017-2017 | Law firm, Tel Aviv

- Managing the office schedule, giving service to lawyers, receiving calls a
- Edited and reviewed documents in Hebrew and English.



MILITARY SERVICE

Magal Commander | 2013-2015| IDF

- Commanded numerous classes of recruits, over 400 soldiers.
- The position was dynamic, intense and demanded assertiveness, willpower and working under pressure.
- Awarded outstanding soldier of 'Base 21' (Airforce base, Haifa Israel).



COMPUTER APPLICATIONS

- Proficient in Microsoft Word, Excel, PowerPoint, etc.
- Salesforce, Java, SQL, C#.



LANGUAGES

- **Hebrew** Native, fluent proficiency | **English** fluent proficiency (reading, writing, speaking).

Recommendations will be provided upon request.