Summary:

I possess strong organizational skills. My roles have required responsibility, working under pressure, responding to multiple stakeholders, teamwork, excellent interpersonal skills, high-level technical ability, motivation, and quick learning. References available upon request.

Courses and Certifications:

1. 2024 - QA Course Graduate: Quality Assurance (QA) - "The Leading Center for Software Testing" - Kobi Yonasi.

Achievements during the course:

* Analysis of specification documents and extraction of test trees
* Writing test cases in the TestRail system
* Conducting website testing projects using Exploratory testing + checklist
* Preparation and presentation of STP document
* Preparation and presentation of STR document
* Preparation and presentation of STD document
* Bug reporting in Jira system
* Writing SQL queries at the Join level
* Extensive knowledge of testing types
* Agile methodology
* Writing test scenarios
* Experience in software testing - Web, Mobile
* API testing

1. 2017 - Certificate Studies - Certified Dental Assistant - ORT Singalovski College

Work Experience:

2017 - 2022 - Administrative Manager, **Wingate Academic College** - School of Medicine and Sports Methodology

* Managing schedules of senior lecturers
* Managing the calendar of the Center for Medicine and Sports Methodology manager
* Handling registration for conferences, events, training sessions, etc.
* Providing information on open days for candidates for B.Ed. in Physical Education
* Managing budgets for multiple simultaneous training sessions while meeting defined goals

2014-2022 - Medical Secretary - **Care Laser**

* Providing quick solutions to field issues
* Issuing doctor's orders
* Following up with patients after various surgeries
* Managing clinic and scheduling appointments
* Managing tasks under pressure
* Handling finances and receipts
* Responsible for work scheduling
* Generating various reports

Military Service:

2007-2009 - Medical Equipment Center - Tel Hashomer - **Quality Control Manager** Released as Sergeant The role included performing quality checks before supplying medical equipment to military clinics in IDF units. Additionally, preparing orders, returning expired medications, and inventory management.

Technical Skills:

**Platforms**: Windows, Mobile (iOS, Android OS), GitHub

**Tools & Applications**: TestRail, GitHub, Zoom, AnyDesk, Postman, Office - Excel, PowerPoint, Word

**Programming**: SQL, HTML, CSS, JavaScript

**Bug Tracking**: JIRA

Languages: Hebrew (native) | English: Excellent