

# SCHNEOR Z. PINSON

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## PROFILE

In the past seven years, my role was to manage teams of 3 to 10 people and I oversaw various projects in coordination with other teams. I have excelled in analyzing complex situations as well as offering quick and creative solutions to solve problems and increase efficiency. I lead projects with calm and poise even under high pressure. Determined to reach optimal results, I am involved with my team and strive to maintain a harmonious atmosphere. Lastly, I am a fast learner and I adapt quickly to new situations.

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## PROFESSIONAL EXPERIENCE

### 07/2013- PROJECT MANAGER

07/2020 MacAndrews & Forbes Incorporated, New York, NY

As part of a multidisciplinary team including executive, travel, and security agents, I organized seminars in the USA, the Caribbean, and Europe. I managed trainees and workers during the trip. About 15 trips per year.

- Planned travel itinerary, accommodations, and programs at destination
- Ensured the shipment of equipment needed at destination
- Successfully managed the budget and found cost-efficient solutions
- Supervised groups of 8 trainees to optimize their participation in the trips

Quick decision-making and creative problem-solving in unforeseen situations, such as cultural or language differences with the local staff

### 09/2017- COORDINATING MANAGER

07/2020 Rebbe's Partnership Foundation, New York, NY

I was responsible to coordinate between departments of a foundation supporting social programs. I developed a tool to facilitate communication between different teams and oversaw the flow process.

- Managed the coordination between applicants, the foundation committee, and accounting services
- Tracked the records of applications and payments
- Collaborated with the technical team hosting the website to create an adequate platform and resolve technical issues of online applications
- Streamlined the process flow to increase efficiency by creating a tool enabling live tracking of every application through the different teams of the foundation

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- Assessed the progress reports of grantees quarterly and took the initiative to mentor some of them
  - Prepared quarterly, yearly, and forecast reports

*07/2013-* **PROGRAM MANAGER**

*07/2020* **The Perelman Shul, New York, NY**

I managed the daily operation of the synagogue and organized community events.

- Planned and hosted community events and managed staff relatedly
- Developed tools to make services accessible and enjoyable for community members
- Managed the schedule of programs in the synagogue
- Managed the maintenance of the facility

*07/2011-* **ASSISTANT PROJECT MANAGER**

*07/2013* **MacAndrews & Forbes Incorporated, New York, NY**

I assisted the project manager in organizing seminars in the USA, the Caribbean, and Europe. About 15 trips per year.

- Assisted in the planning of travel itinerary, accommodations, and programs at destination
- Assisted in the shipment of equipment needed at destination
- Assisted in supervising trainees during the trips

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## **COMPUTER SKILLS**

Microsoft Office

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## **LANGUAGES**

English (fluent), French (native), Hebrew (fluent)

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## **EDUCATION**

*2020* **GED** – New Jersey

*2011-2012* **Rabbinical Ordination** - Yeshiva Tomchei Tmimim Lubavitz, Brooklyn, NY