

Myriam Israel myriam.israel@hotmail.fr
, Modi'in 054/8008044

Administrative Manager

Efficient, experienced, responsible,
creative, good organizational skills,
fluent in various languages,
tech savvy, high learning ability,
linear vision, open minded,
thinks out of the box, ...

LANGUAGES

Hebrew	fluent
English	excellent
French	mother tongue
Spanish	basic
German	basic
Dutch / Flemish	fluent
Yiddish	little

COMPUTER SKILLS

Full office, internet, e-mail, Zoom (Priority), Caspit, intranet, Pharma, Events, CMS (Content Management System), Citrix, setting up websites, maintaining social media profiles and pages

STUDIES

BA in Business Communication at PHIAM-PHICOM in Antwerp, Belgium

Graduated in Modern Languages at Tachkemonischool in Antwerp, Belgium

PROFESSIONAL EXPERIENCE

2012-2014 **Office Manager** at the Israeli Center for the treatment of ____, Ben Shemen.

Since 2010 Freelance administrative services for small businesses.

2009-2010 **Assistant to R&D Manager** at ____ INTERNATIONAL (food ingredients), I.Z. of Shoham Marcom, identifying and engaging with new markets, new suppliers and new products.

2008 - 2009 **Assistant Project Manager** at ____ GROUP, a Professional Congress Organizer (project)
Managing all administrative aspects of the organization of an overseas medical congress; coordination of all aspects of the congress, continuous contact with client and other parties, VIPs, data input and processing, producing and overseeing of printed material, updating of congress' scientific program and website content, logistics, graphics, periodical reports, registration process, social events,...

1998 - 2008 Various positions as **Executive Secretary, Administrative and Office Manager, Registration Officer and Sales Administration** in the commercial and banking fields.

Among my responsibilities: database management, filing, contact with overseas colleagues, clients and suppliers, scheduling (including "road shows" i.e. strenuous days of meetings), daily office management, events, seasonal presents, ad hoc reports, follow ups, stock management, internal orders, sales process from order to delivery, etc...

1997 **Aliyah!** Immigration to Israel from Belgium.

Recommendations will be delivered upon request.