

https://www.linkedin.com/in/*or-tal-hr*-7a5988223

ID: 313307381 | Birth year: 1996 | Ramat Gan

◀ Experienced at the recruitment field, Skills: teamwork, self-directed learning

◀ experience in mass recruitment, HQ and Admin recruitment as well as some technological recruitment
Specializing at: Achieving recruitment goals (especially organization headquarters recruitments),
managing intense workload and various platforms and work interfaces)

Education

2022 : Master's degree (M.A) in Human Resource Management, combining with Organizational Consulting at Bar-Ilan University

2018-2021: B.A in Human Psychology, combining Human Resources Management practicum at Ariel University (average grade: 91)

Research fellow of Dr. Daniel Fitousi, cognitive psychologist | Research fellow of Ph.D Uzi Ben Shalom, Chair of the Sociology and Anthropology Department, as a part of Research assistant's award

2011-2014: High school – "Begin" High school, Rosh Ha'ayin (Psychology-sociology, Theater and Art courses)

Professional Experience

2021-2023: Recruitment Coordinator and Human Resources at "Ortal HR" headquarters

- An individual functionary, 90% of the position is comprised E2E intra-organizational recruitment and 10% is comprised HR, ongoing work with managerial echelon, including Executive Management.
- **Expanding recruiting resources, screening CVs, implementing phone interviews and face to face interviews**, writing opinions about job candidates and operating phone calls with candidates' interceders – achieving company goals.
- Operating recruiting progresses for all of the group's companies(Ner Projects and Ortal International): summoning candidates for interviews, updating progress's statuses, composing CVs for candidates and Signing an onboarding form.
- Publishing job offers through various recruitment media channels: employment websites, social media (especially Facebook).
- Assistance in wealth activities.

2020-2021: Extended organizational practicum (as a part of the B.A) – Human Resources Division at the Ministry of Education, Tel Aviv district (grade: 96)

- CVs screening, summoning candidates for job interviews
- Updating new workers' statuses on the "Merkava" system
- Assisting in wealth aspects and in the creation of the 2021 annual plan of the Ministry of Education
- Continuous administration work
 - **2017-2019: Telemarketing at "The Cooking Studio" ("HaStudio LeBishul")**
- Selling and coordinating events for private and business costumers, achieving selling goals
- Telephone and face-to-face customer service, photographing workshops and continuous administration work
 - **Military service**
 - 2014-2016: Youth counselor (in the Education Corps), discharged as a sergeant (samal)
- Practical training as a part of a 4-months guidance course

- Connecting between the recruitment candidates and the army – giving briefings, preparing lesson plans, accompanying the recruitment candidates along the recruitment process and selection days
- Promoted during the service – the activity was extended to working with Special education communities, working in cooperation with the Municipality of Tel Aviv. Has been awarded a certificate of excellence on behalf of the Municipality of Tel Aviv for to my work.

- **Languages**
- Hebrew: native language, English: very good

Skilled in 'Office' softwares | knowledge of theTIK TAK system | Valid driver's license |

Recommendations will be given on demand