

Ofek Stern

Sales & Business Manager

ofekstern57@gmail.com

050-8822852

www.linkedin.com/in/ofek-stern

Tel Aviv, Israel



Highly motivated, customer-service oriented sales and business manager. Excellent communication skills, quick learner and proactive. Key skills include time management, organization, and written and verbal communication. Curious and eager to contribute to team's success.

Experience

Sales, Manager & Tour Guide

Budapest Im-Bar Tourism

2017 - 2021

- Scheduled trips and prepared travel itineraries for clients.
- Established and maintained solid client relationships.
- Processed invoices and ensured prompt handling of client payments.
- Researched client requirements for foreign travel destinations.
- Dealt with booking and ticketing issues as necessary.

Real Estate Entrepreneur

Budapest

2017 - 2021

- Oversaw buyer and seller relationship from initial contact to purchase agreement.
- Generated lists of properties that were compatible with buyer's needs and financial resources.
- Negotiated price, terms, conditions, inspections and financing.
- Guided home-buyers and sellers through the process of short sales.
- Followed up with clients through-out the sales process.

Education

B.A - History & Geography

University of Haifa

2012 - 2015

- GPA of 91

Military Service

Israeli Navy Submarines (Flotilla 7)

Recruitment & Advocacy Officer

2013 - 2015

- Organized and oversaw the recruitment of new cadets.
- Coordinated and directed international visits to the training school.
- Conducted and managed interviews for the Israeli and International media.
- Represented at FIDF events.

Machinery Division Commander

2011 - 2013

- Commanded and trained 5 cadets.
- Supervised and instructed cadets to operate and troubleshoot the submarine's machinery systems.

Soldier & Machine Specialist

2007 - 2011

- Troubleshooting and providing first response to complex classified technical issues.
- Initiated community social activities of involving soldiers to participate with foreign immigrants

Skills

CRM

Photoshop

Excel

Office Softwares

Languages

Hebrew - Native

English - Full Professional Proficiency