

Sharon Alony-Cunio

PERSONAL ASSISTANT

Details

+972 52-6544532

sharoncunio5@gmail.com

Nir Oz

Skills

Fast Learner

Communication Skills

Adaptability

Ability to Multitask

Microsoft Office

Knowledge of Office Technology

Languages

Hebrew

English

Profile

Professional and experienced Personal Assistant with a proven track record of providing optimal support and assistance to career professionals. Adept in maintaining high levels of organization, while effectively prioritizing tasks. Driven, goal-oriented, and committed. Proven efficiency with an ability to quickly learn and navigate any computer software program, or office filing system.

Employment History

Personal Assistant to mayor, Confidential

2019 — PRESENT

- Managing and accompanying daily schedule while maintaining and distributing meeting summaries.
- Monitoring project's execution and communicating weekly performance while maintaining and managing related documentation.
- Managing Inbound and Outbound communications to relevant parties.
- Assisting and managing the mayor personal daily matters.

Project Administrator at Gadish-Baran, Ben-Gurion Airport

2013 — 2015

- Managing office purchases while monitoring office budget.
- Assimilation documents in @view system
- Managing travel arrangements for 15 architects, engineers, and project managers
- Managing and maintaining attendance system

Ground Stewardess at EL-AL, Ben-Gurion Airport

2011 — 2013

- Completed Ground Stewardess 2 month course (Top in class)
- Delivered high quality customer service in high pressure environment.
- Managed unexpected airline's events
- Provided high quality patient care during critical-care ground and air transports.
- Worked to ensure a positive and hassle-free customer experience.

Sales Representative at 012-Smile, Rishon LeZiyyon

2009 — 2010

- Demonstrated advanced organizational and communication skills.
- Brought forth a high-energy and engaging spirit.
- Educated customers on company products and offerings.
- Followed instructions from superiors and took initiative when appropriate.

Education

Computer Science - B.Sc , H.I.T - Holon Institution of Technology, Holon

2015 — 2018

B.A Communications, Media and Management, Collage of Management, Rishon LeZiyyon

2010 — 2013

References

References available upon request