

Orly Yaari

Curriculum Vitae

Education

2016

Technology Projects Officers course
Israeli Navy

2013-2015

Bar Ilan University
BA- Political Sciences

2002-2007

High School

Major in Biology and physical education including courses in anatomy and physiology

Work Experience

2020-2021

Ministry of Defense

Office manager of a brigadier general in the armored corps

Work with executives, manage and organize the office, write SOPs, responsible for the office schedule

2013-2020

Israeli Navy

Department of combat systems/assistant to head of combat department

Manage the department work plans, working with executives, supports manpower management, prepare meeting summaries and presentations

Department of aquatic combat systems

Manage technological projects in the area of aquatic systems. Perform post activities investigations, manage manpower, manage budget, work with external bodies, write technical reports

2012

Martix

Assistance to marketing manager

2011

Ministry of Defense

Handle orders and budget, prepare meeting protocols, work with special need population

2007-2009

Mandatory Military Service

Assistance to a commander in the medical corps

Personal Details

Date of Birth: Dec 6, 1988

Status: Single

Phone: 052-9432890

Email: Orlyyaari6@gmail.com

Qualities

Hard working

Eager to learn

Very organized and methodic

High verbal and writing abilities

Friendly

Hugh ability of self learning

Computer skills:

Office- word, excel, power point

SAP

Languages

Hebrew: Mother tongue

English: Very good

Hobbies

Sport: Swimming, volleyball
Tennis

Movies, Reading

