

# OPHIR FLEISHER

## BA GRADUATE, POLITICAL SCIENCE AND GOVERNMENT AND INTERNATIONAL RELATIONS

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### SUMMARY

Highly motivated with profound work ethic and great ability to work under pressure and in unconventional hours. Experienced team player with excellent interpersonal skills. High competence for time management and organization and high expressing abilities. professional, responsible, and independent.

### EDUCATION

#### 2019 – 2022

BA in Political Science and International Relations

- The Hebrew University of Jerusalem - Jerusalem, Israel

#### 2013

High School Graduate, Dror High School.

### EXPERIENCE

#### 2020 - present

Emergency Response Officer, The Israeli Ministry of Foreign Affairs

- Provided initial response to over 300 requests for assistance from citizens and entities in routine and emergency contingencies and directed the request to the relevant entity in the ministry.
- Handled over 30 special operations on an ad-hoc basis, such as coordinating disaster relief missions and urgent official flights.
- Cooperated with various governmental entities such as ministries, the IDF, foreign embassies, intelligence, and security agencies.
- Collected data and information regarding national and international crises such as terrorist attacks, political instability, natural disasters, and humanitarian emergencies.

#### 2017 - 2019

Executive Administrator of The Security Department, Embassy of Israel, Washington D.C

- Daily work with senior levels of government in the US administration: The White House, The State Department, The Secret Service, Congress, local police etc.
- Security coordination with various agencies for Israeli government officials visits to the US such as The President, Prime Minister etc.
- Managing personnel of 10 employees.
- Constructing a complex schedule involving parties both in Israel and the US.
- Providing solutions for emerging problems and crises and working under strict deadlines and pressure.

#### 2013 - 2016

Medic and Training Instructor, IDF

- Served as a Medic in brigade 480 of the armored corps and of the training department in battalion 195, discharged at Sergeant rank.
- Instructed recruits in various corps in the IDF.
- Six months in standing army as a medic in a classified project involving cooperation with a foreign army.

### SKILLS

- OFFICE
- OUTLOOK
- ACROBAT PRO
- ONENOTE
- GOOGLE
- ONEDRIVE

### LANGUAGES

- ENGLISH – FLUENT
- HEBREW – NATIVE

### REFERENCES

- UPON REQUEST

