

SHAY STRIKOVSKY

+972-52-259-7668 

shaistrik2@gmail.com 

Highly personable, responsible, hardworking, and dedicated.
Seeking a challenging position that offers opportunities for growth
and allows me to leverage my skills to their fullest potential.

EDUCATION

Graphic Design & UX/UI Student, Studio 6B – School of Design & Digital | Tel Aviv
2025

Graduate of Fundamentals of Jewelry Making, “Yael Shkedi Jewelry Studio”
2023-2022

Graduate of “Erez Be’er Sheva” Pre-Military Leadership Program
2019-2018

- External Relations Coordinator and Activities Producer for educational and community programs for children in Neighborhood G
- Communal living and teamwork
- Strong self-discipline and adherence to deadlines
- Ability to manage multiple tasks simultaneously

Graduate of “WIZO Hadassim” High School, Even Yehuda
2018

- Full matriculation certificate (Bagrut): Geography – 5 units, English – 4 units, Mathematics – 3 units

VOLUNTEERING

Graduate of “Erez Be’er Sheva” Pre-Military Leadership Program
2018-2019

- Organized diverse educational and holiday activities for children in Neighborhood G
- Planned community events and managed second-hand clothing sales for charity
- Volunteered at an absorption center for new immigrants
- Participated in archaeological excavations with the Israel Antiquities Authority

Role requirements: Collaboration with senior community figures, working with diverse and complex populations, creative thinking, and taking initiative.

PROFESSIONAL EXPERIENCE

Office Manager, Talvi Kaufman & Co. Law Firm
2023-2025

- Responsible for day-to-day office operations, including scheduling meetings, handling client inquiries, and maintaining organization and accuracy of legal files
- Strong teamwork skills, initiative, and ability to learn independently
- Led a successful project to establish the firm’s website and social media presence
- Proficient in Office Suite and legal case-management systems such as Net HaMishpat, Meyatzegim, Comit; experienced in managing social media platforms (Instagram, Facebook)

Preferred Work (National Work Program) – Date Packaging Facility, Kibbutz Yahel
2021

- Inventory management using SAP
- Handling incoming and outgoing orders
- Coordination with suppliers executives and guests

Logistics NCO, Sapir Unit, Intelligence Corps
2019-2021

- Managed and operated SAP-ERP systems; responsible for military equipment warehouses
- Intensive work with numerous suppliers
- Trained and supervised a team of 5 SAP users
- Oversaw logistical inventory and worked under high-pressure conditions

Shift Manager & Sales Associate, S.wear, Shuster Center, Ramat Aviv G
2019-2021

- Team coordination, customer service, store organization and merchandising

Israel Scouts Youth Movement (Tzofim)
2018-2010

- Managed schedules, guided groups, and developed strong leadership, responsibility, and teamwork skills

Software Skills: Adobe Creative Suite, Microsoft Office
Languages: Hebrew, English