|  |  |  |
| --- | --- | --- |
|  |  | **Work experience:** |
| 2019 – 2020: **PMO** at **Proceed**: | |
| * Management as PMO – Leading management of 12 strategic projects for Israel's Tax Authority – a cross-organizational enterprise integrating the Authority's EDPS project managers * Accompanying the strategic PMO team at EDPS for efficient and more effective planning and work methods * Implementing an organizational PPM system that integrates work plans, project management, and a business management platform * Consulting for various PMOs in the organization, training workers for constructing an annual program, and streamlining work methods | |
|
| **Resume:** **Avi Melamed** |
|
| 2018 – 2019: **Project Manager/PMO** at Ex Libris: | |
| 054-465-2047 | [avimela@gmail.com](mailto:avimela@gmail.com) <mailto:avimela@gmail.com>  [https://www.linkedin.com/in/avi-melamed- b0a83616a/](https://www.linkedin.com/in/avi-melamed-b0a83616a/) | * Project Manager – Project management for improving company IT staff capabilities, leading team training for project management * PM0 – Project management and control along with IT team members including planning, scheduling, budgeting, working by stages until completion * Manager O&M – Organizing the IT team's work methods with different methodologies | |
|  | 2016 – 2017: **PMO** at the Ministry of Construction and Housing: | |
| **Personal Profile:** | * PMO of a nationwide multi-million-shekel project in dozens of towns in Israel. * Project Management – Planning, contracting, implementing, tracking, and budget management * Preparation of various documents and materials – Work plans, reports, management presentations, schedules, procedures, legal documents and more. * Support and training for Project Managers across the country – Solutions in a wide range of areas relating to the project | |
| BA in Industrial Engineering and Management – Specializing in project management and improving performance.  Vast experience and knowledge as project manager, PMO, O&M engineer, as well as support for PMO project managers and teams.  Target-focused, ambitious, responsible, creative, leading, and a people person. | 2014-2016: **Project Coordinator** and dormitory counselor at “Netiv Meir” Yeshiva High-school | |
|  | **Education:** |
| 2015 – 2019: **Jerusalem College of Technology (Lev Academic Center)** – BA in Industrial Engineering and Management – specializing in education and performance improvement. | |
|  | **Additional Information:** |
| **Seeking Full-time Position as PMO/Project Manager** |  | * Fully competent in Office applications including PowerPoint, Excel, MS Project, and more. * Fully competent in PPM Project Platform, which integrates project management and work plans in the organizational platform. * **Languages:** Hebrew – mother tongue.   English – High-level (reading, speaking and writings)   * **Military Service:** Combat commander in the Givati Brigade. Serving as a reserve combat commander. |