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|  |  | **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
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| **Resume:****Avi Melamed** |
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| 2018 – 2019: **Project Manager/PMO** at Ex Libris: |
| 054-465-2047 | avimela@gmail.commailto: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
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|  | 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
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| 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 Positionas 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.
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