

ELISHEVA SHLUSH

PERSONAL

Name

Elisheva Shlush

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INTERESTS

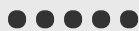
- Sewing and crafting
- Reading
- Hiking

LANGUAGES

Hebrew



Czech



English



Russian



Recent challenges have led me to combine the experience I have gained in office management, customer service and technical support and to set up an independent home office and assist professionals and associations in office management, dealing with bureaucracy, drafting and translating documents. In addition, I translate academic articles.

WORK EXPERIENCE

Technical support

Sep 2016 - Jan 2020

Bezeq, Haifa

Technical support for Bezeq customers in case of internet service malfunction, network problems and help with establishing home network

Customer service and receptionist

Mar 2011 - Jul 2016

Israel Electric Company, Haifa

Telephone service at the 103 hotline

Receiving an audience of applicants to IEC offices

Office manager

Apr 2008 - Jul 2010

Institute for the Development of Learning Ability, Haifa

Ongoing management of the department of resource recruitment and public relations. Translation of the institute publications.

Academical assistant

1997 - Jul 2003

Haifa University, Haifa

Translation and editing of academic articles.

Assistance to immigrant students and students from abroad

EDUCATION AND QUALIFICATIONS

MCSE

Jan 2016 - Jun 2016

Mediatech High-Tech College John Bryce, Haifa

Bachelor of Hebrew language and literature

Sep 1997 - Jul 2000

Haifa University, Haifa

SKILLS

Microsoft office



Translation



Network management

