**Education:**

2007-2010 – Bar Ilan University, Israel

* L.L.M.
* L.L.B.

**Experience:**

2018-Present day- \*Mountapps- Administrative Assistant

2016- Present day- \*Photographer

2013 – 2017 - The Institute for Translation of Hebrew Literature

* Rights and royalties
  + Overseeing legal responsibilities
  + Financial reports and collections
  + International coordinator for foreign publishers

2011-2012 – Mt. Sinai Jewish Center

* Assistant to the Executive Director
  + Office manager
  + Management of financial distribution
  + Content and website manager
  + Issuing newsletters

2010-2011 – State of Israel

* Ministry of Justice, State Prosecutor Office
  + Intern in the Civil Law department
  + Preparation of briefs and other legal documents representing the state of Israel in the Supreme Court.
  + Research relating to cases involving National Security.
  + Legal research relating to witness in state corruption case.
  + Law clerk for chair of the National Planning and Construction counsel ( highest level of land use, zoning and permitting process). Summarizing relevant issues regarding pending appeals.
  + Logistics coordinator for the Head of national security cases

2009 – Bar Ilan University, Commercial Law Center

* Assistant to Logistics Coordinator
* Logistical coordination for special events
* Liaison for the Commercial Law Center to VIPs’

2007- 2009 – Bnei Akiva Olami

* Bus Captain for international summer program
* Staff manager
* Educator
* Logistics

2004-2006 –Israeli National Service

* Revava Settlement
* Guidance Counselor
  + Worked with children with disabilities
  + Worked with bereaved families
* Shaarei Tzedek Hospital
* Nurses Assistant
  + Patient care
  + Logistical coordinator for E.N.T / Eye ward

**Extra Curricular, Skills, Hobbies:**

Fluent in English and Hebrew, Microsoft Office, Customer relations, Strong work ethic, Ambitious, Hard Worker, Motivated, Attentive, Team Player. I like photography and playing the guitar.