





STAV SHIMONI

Office Manager & Operations Specialist | AI-Driven Efficiency

Operations professional seeking an Office Management or Administration role. I specialize in building positive work environments by blending high-level organizational skills with a human-centered touch. Experienced in optimizing business workflows, leveraging technology, and scaling initiatives to ensure your office operations run like clockwork.

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 [LinkedIn](#)

 <https://www.stavshimoni.com>

Recommendations will be provided upon request.

SKILLS

- **Core Competencies:** Office & Facility Management, Workflow Optimization, Inventory Control, Cross-Functional Coordination.
- **Technical Skills:** CRM Systems, AI Automation & Prompt Engineering, Custom Reporting & Follow-up Tracking.
- **Interpersonal & Communication:** High Emotional Intelligence (EQ), Active Listening, Conflict Resolution, Empathetic Communication, and Exceptional Interpersonal Relations.
- **Tools:** Google Workspace, Microsoft Office (Excel, Word, Outlook), ClickUp, Canva, Wix, CapCut, Wondershare PDFelement.
- **Languages:** Hebrew (Native), English (Fluent).

Just as important: Creating a positive office vibe!

EDUCATION & COURSES

- **Coursera Certificates:** Google Project Management | Google AI & Prompting Essentials | Successful Presentation.
- **Professional Courses:** Wix Website Builder (Gravity) | Entrepreneurship "Starting a Business" (Maof) | Special Needs Instructor Training (Beit Izzy Shapiro).
- **LinkedIn Learning:** AI in Project Management | AI for Administrative Roles.
- **Formal Education:** High School Diploma (+Business), Aviv High School.

VOLUNTEER

Camp Ramah in Wisconsin, USA (2018) | Animal shelter "Raanana & Kfar Saba Love Animals" (2022) | Food distribution for families in need (2021)



EXPERIENCE

Shai Institute - Office Manager & Operations (2024–Present)

- Developed comprehensive reporting systems to track financials and task workflows, contributing to two years of sustained revenue growth.
- Transformed a three-day, two-person operational process into a streamlined, single-owner task taking only minutes to execute.
- Spearheaded technical improvements and streamlined processes, optimizing efficiency to the point where full-time operational tasks could be handled by a part-time role.
- Managed end-to-end onboarding for freelance therapists, including resume screening, initial interview scheduling, and document collection.

Bravely - Project Manager & Initiative Lead (2024–Present)

- Directed the full project lifecycle of a social-impact initiative from the ground up, building custom CRM trackers and launching an index of professionals dedicated to body positivity and mind-body connection.
- Coordinated a network of 100+ professionals to expand the index and collaborate on shared website content, while also growing an engaged community group to over 1,500 members.
- Overhauled onboarding workflows and CRM architectures to streamline daily operations and resolve critical-path issues in real time.
- Leveraged Generative AI tools to automate project workflows and manage the production of 60+ monthly content assets (including reels and posts) to drive community engagement and platform growth.

Yomi Sushi Line - Assistant Manager (2020-2023)

- Directed a 10-person team, implementing leadership practices that improved staff retention.
- Reduced waste by 20% and boosted delivery efficiency by 30% by revamping procurement and supply chain processes.
- Managed end-to-end inventory and customer service to maintain high operational quality.

ALUT - Instructor (2015-2019)

- Managed a caseload of 12 adults, driving measurable gains in their personal independence through targeted life skills coaching.
- Documented individual progress and maintained sensitive, consistent communication with families, care networks, and stakeholders

Military Service (2013-2015)

- Managed hundreds of sensitive files and security systems.
- Accelerated reporting and information retrieval by developing custom tracking systems and creating executive presentations for officer meetings.