





STAV SHIMONI

Office Operations Manager | AI-Driven Efficiency

Resourceful and service-oriented Operations and Administrative professional with a proven ability to wear multiple hats, optimize office workflows using modern AI tools, coordinate complex schedules and manage multi-system data tracking. Highly organized and detail-oriented, with a strong background in budget tracking, vendor coordination, and maintaining a welcoming, vibrant office vibe.

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 [LinkedIn](#)

 <https://www.stavshimoni.com>

Recommendations will be provided upon request.

EXPERIENCE

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

- Analyzed and mapped internal workflows to eliminate operational friction, partnering directly with our external software engineering vendor to implement system upgrades while introducing custom Excel automations and digital tools.
- Managed end-to-end onboarding for freelance professionals, including resume screening and initial interview scheduling.
- Handled sensitive financial data and confidential personnel files with strict discretion, ensuring full privacy and compliance in all administrative operations.
- Managed daily office logistics and supply procurement, while coordinating vendor relationships to ensure efficient operations.

Bravely - Operations & Initiative Lead (2024-Present)

- Orchestrated complex calendar management, expense tracking, and invoice processing while overhauling onboarding workflows to streamline daily operations.
- Directed the full project lifecycle of a community-focused startup initiative from the ground up, building custom CRM trackers and launching a network database of dedicated professionals.
- Leveraged Generative AI tools to automate project workflows and manage the production of 60+ monthly content assets 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.

SKILLS

- **Core Competencies:** Office & Facility Management, Workflow Optimization, Inventory Control, Cross-Functional Coordination.
- **Tools:** Microsoft Office (Excel, Word, Powerpoint, Outlook), Google Workspace, ClickUp, Canva, Wix, CapCut, Wondershare PDFelement.
- **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.
- **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 | Communication in the 21st Century Workplace.
- **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 | Communicating with Confidence.
- **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)