Yael Mizrahi

HR & People Operations Coordinator (Entry Level)

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Professional Summary

Recently discharged Education NCO (mandatory service, 2023-2025) who planned educational programs for a unit of about 300 soldiers and was a first point of contact for soldiers' personal issues. Organized, calm with people and comfortable with Excel and Google Workspace. Seeking an entry-level HR, people-operations or customer-success role.

Experience

Education NCO (Sergeant) · Israel Defense Forces, Israeli Air Force base (mandatory military service) 2023 – 2025

- Planned and delivered monthly educational programs, tours and workshops for a unit of about 300 soldiers.
- Organized six unit-wide events a year end to end: budget requests, suppliers, schedule and on-site management.
- Served as a first point of contact for soldiers' personal and welfare issues; referred each case to the right officer and followed up until it was resolved.
- Built a shared Google Sheets attendance tracker that the unit kept using after my service ended.

Sales Associate (part-time) · Fashion retail chain, Rishon LeZion 2021 – 2023

- Worked weekend and holiday shifts; trained new seasonal staff on the register and the returns process.

Education

Full Israeli matriculation certificate (Bagrut) · High school, Rishon LeZion 2023

Education NCO Course · Israel Defense Forces 2023

Skills

Program and event coordination · Google Workspace · Microsoft Excel · Public speaking · Conflict resolution · Onboarding and training

Languages

Hebrew - native · English - fluent · Russian - conversational