

Gila Bublick

054-209-6150 | gbublick@gmail.com | [Linkedin](#)

SUMMARY

Organized and dynamic Senior Executive Assistant and HR Admin with over five years of experience managing cross-functional logistical needs for executive leaders. Expert in optimizing processes, data management, clear communication, and building relationships with members of leadership and other key stakeholders. Strong multi-tasker with a proactive and enthusiastic approach. Always maintaining 100% confidentiality with sensitive information, financial data, and records.

PROFESSIONAL EXPERIENCE

Executive Assistant to CEO & HRBP

BrainQ Technologies | November 2021 - Present

- Coordinate all travel arrangements, scheduling, and logistics for high-priority meetings and events
- Serve as the main point of contact for all C levels and VPs, providing personalized support for administrative needs including: managing decks, leading investor communications, and project management
- Work closely with the HRBP to review CVs, conduct screening calls, and streamline the recruitment process
- Build and implement new employee training and onboarding programs
- Budget, plan, and execute company events and employee welfare projects

Executive Assistant to the Director of International Affairs

City of David Foundation | November 2017 – November 2021

- Served as the “right-hand” of the Director of International Affairs, liaising with senior US government officials, military delegates, and international political figures
- Adapted to shifting priorities while overseeing all aspects of complex global travel arrangements, managing multiple calendars, and resolving schedule conflicts
- Managed Salesforce CRM for **350+ contacts** tracking and maintaining relationships, meeting summaries, and action items
- Utilized Priority ERP for vendor management and purchasing, working with **over 200 vendors** regularly
- Led operations and execution of **100+ VIP events** for international diplomats visiting the City of David for high level dinners and tours. Including budgeting, design, catering, logistics and security coordination
- Saved the organization **more than 50k per year** by streamlining budget and supplier costs by negotiating with vendors.
- Managed the organization’s social pages on Facebook, Twitter, Instagram, and TikTok, increasing the Twitter following by over 800%

Logistics Export Coordinator

Soda Stream International | January 2015 – August 2015

- Coordinated daily with over **100 international markets** in production, planning, and warehouse teams to ensure customer satisfaction
- Oversaw quality and compliance by maintaining extensive reports and internal communications
- Boosted organizational efficiency by ensuring follow-through of logistical operations
- Managed project timelines to complete milestones on schedule.

VOLUNTEERING & NATIONAL SERVICE

Founder & Community Manager | Fertility Support Community: Israel | March 2021 – Present

Created and manage community of **600+ members** on Facebook

Companionship for Holocaust Survivors | Matav Project - Now is the Time | 2020 - Present

Assistant to Director | Leket Israel | 2009 - 2010 (National Service)

Community Counselor | Ginot Ha'ir Community Center | 2008 - 2009 (National Service)

SKILLS

Languages

English (Mother Tongue)
Hebrew (Fluent)

Technology

Salesforce - Priority ERP - Microsoft Office Suite
Google Suite - Slack - ZOOM - Canva

PROFESSIONAL CERTIFICATES

Social Media Manager - New Media College Tel-Aviv, June 2016

Event Planner - Hamefikim, Tel-Aviv, June 20