

Yitzchak Shapiro

Operations Manager

👤 Profile

Fast-paced operations and systems professional with over four years of experience in global operations, project management, and operational strategy in tech. Proven track record of solving critical problems and leading complex, global cross-functional projects. Excels in fast-paced settings, leveraging a strong technical background and a keen understanding of digital and creator ecosystems.

📁 Experience

Operations Manager @ Labrador Sciences

January 2023 — February 2024

- Automated pretty much anything that could be automated, boosting efficiency and speed by over 20%.
- Acted as Systems Admin, maintaining and updating Salesforce, Monday.com, and company cloud infrastructure.
- Developed strategies to solve business challenges, such as developing an AI chatbot for regulatory data, internal tools like automated receipt tracker, readers, and inventory trackers leading to incredible growth and speed in RnD.
- Optimized logistics strategy for sample shipments, implementing SOPs, automations and document tracking to reduce average customs clearance from weeks to hours.
- Led global HR procedures and recruiting for the company including leading talent-focused materials, employee onboarding and offboarding, and all relevant SOPs and codification.

Office Manager @ Labrador Sciences

April 2022 — January 2023

- Established CRM and Project Management solutions for the entire company.
- Revamped logistics and space planning strategies, reducing office budget while achieving over 90% reduction in late medical supply deliveries.
- Introduced strategic technology solutions to optimize office operations, resulting in 25% improvement in operational efficiency.
- Oversaw logistics and operational adjustments that resulted in a significant reduction in costs and delivery timelines, aligning with SLAs and partner expectations.

Executive Assistant @ Checkpoint Software Technologies

June 2021 — February 2022

- Provided exceptional administrative support to senior leadership, ensuring seamless operations- scheduling and travel.
- Maintained Microsoft and CRM accounts for the CCO of the company.

Details

New York City, NY

(646) 752-8523

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Links

[Website](#)

[LinkedIn](#)

[Hugging Face](#)

Skills

Project Management: Google Workspace, Jira, Confluence, Salesforce, Monday.com, Asana

Communication: Cross-functional Collaboration, Stakeholder/Vendor Management, Client Relations, Reliability & Commitment to Delivering Results

Operations: Supply Chain, Procurement, Materials/Inventory Management, Logistics, Process Optimization, Risk Mitigation

Technical: Python, Javascript, Tableau

Languages

English - Native

Hebrew - Fluent

Hobbies

I'm a jazz pianist passionate about improvisation, a mycologist, and an amateur machine learning engineer (check out my [HF](#)).

Welfare Coordinator @ IDF

June 2017 — February 2020

- Provided extensive support services to Ultra Orthodox soldiers, including financial aid and personal assistance.
- Assisted soldiers in utilizing available resources, ensuring substantial support.

Personal Assistant @ Josh Kramon Music

June 2014 — June 2015

- Assisted the film composer and post-production crew during the recording of the *Veronica Mars Movie* soundtrack.
- Maintained studio environment and performed setup and teardown of recording equipment, ensuring efficient and organized workflows.
- Coordinated logistics for recording sessions, including scheduling, travel arrangements, and studio bookings.
- Leveraged strong organizational skills and attention to detail to support seamless studio operations and meet project deadlines.
- Demonstrated flexibility and ability to thrive in a fast-paced, creative environment while collaborating with a diverse team of artists and professionals.

🎓 Education

Associate's, LAVC

Music | July 2012 — June 2014

University Preparatory Program, Hebrew University

Advanced | August 2020 — June 2021

Project Management, Google

2024

CAPM, PMI

In Progress

📄 References

References available upon request

🐾 Dog

Here's Bear!

