

PERSONAL INFORMATION Anna Kyriakidou
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Dec 2020 – Present: Admin Support/PA
Prof. Constantinos Deltas

Main tasks:

1. Reception
2. Management of the Director's time schedule
3. Arranging patients' appointments
4. Management of incoming calls
5. Management of Biobank e-mails
6. Stationery Orders
7. Reviewing and filing of job applications
8. HR Support

Responsibilities:

1. Consult with Director and take decisions on Director's priorities regarding his meetings arrangements
2. Advice external parties interested in participating in various research projects and the Biobank
3. Prepare documents on Director's request

WORK EXPERIENCE

1. Dec 2020 – Present: **Molecular Medicine Research Center**
2. May 2018 – February 2020: **Animo Associates Cyprus**

Assistant Legal Administrator

Responsible for supporting paralegals and lawyers in a legal environment. Conducting legal research, draft documents of various legal disciplines, manage schedules, and ensure the efficient and effective administration of the office. Providing personalized secretarial and administrative support in a well-organized and timely manner.

- Answer telephones and greet client
- Log and distribute incoming mail including regular and electronic mail
- Set up, organize and maintain paper and electronic filing systems in accordance with recognized procedures and standards
- Process and track legal work
- Create, format, revise and edit legal documents such as wills, deeds, affidavits, complaints, subpoenas and briefs
- Interpret laws, rulings and regulations in legal documents.
- Compile, proofread and revise drafts of legal documents and reports.
- Daily record keeping with electronic and hard copy filing of documents.
- Prepare and edit correspondence, minutes, letters, memos, presentations and spreadsheet

- Plan and schedule appointments, conferences, meetings and travel arrangements for legal staff
- Perform accurate legal research and analysis.

3. November 2009 – October 2017: **CONSULCO LTD, Cyprus**

Executive Assistant and Legal Administrator:

Responsible, for helping with time and daily management, scheduling of meetings, correspondence, and notetaking. Recording information as needed. Greeting clients and visitors as needed. Updating paperwork, maintaining documents and word processing. Helping organize and maintain office common areas.

- Act as the point of contact among executives, employees, clients, and other external partners
 - Manage information flow in a timely and accurate manner
 - Arrange executives' calendars and set up meetings
 - Make travel and accommodation arrangements.
 - Rack daily expenses and prepare weekly, monthly or quarterly reports
 - Oversee the performance of other clerical staff
 - Act as an office manager by keeping up with office supply inventory
 - Format information for internal and external communication – memos, emails.
 - Take minutes during meetings
 - Screen and direct phone calls and distribute correspondence
 - Organize and maintain the office filing system
 - Prepare and edit correspondence, minutes, letters, memos, presentations and spreadsheets
 - Review and proofread documents and correspondence to ensure accuracy
 - Provide administrative support including copying, scanning, and faxing

EDUCATION AND TRAINING

- September 2005 – June 2008: Latsia Lyceum, Nicosia
Specialization field: Biology, Political Economy, English Language,
Computing/Typing. Average
Grade: 15/20