



Miri Friedman

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An experienced Executive Personal Assistant, Office Manager and Bookkeeper with law firms, bio-medical and high-tech companies

Education

MA, International Relations and Strategy • Bar-Ilan University	08/2019
BA, Political Science and Middle Eastern Studies • Ariel University	07/2016

Experience

Office Manager & Bookkeeper

Cytactic • Tel Aviv	02/2023 – 10/2023
<ul style="list-style-type: none">• Head of administrative operations of company; person of contact for management and employees• Maintained records of daily/monthly financial transactions; posting transactions and following up collections; ensure legal requirements compliance• Reconciled bank statements with financial records• Running payrolls	

Assistant Programs Coordinator

Kenes Group • Holon	07/2021 – 10/2022
<ul style="list-style-type: none">• Assisted in organization of multiple, simultaneous, small/large-scale international events in the bio-medical field• Developed program schedules per each event• Edited and compiled events materials for on-site distribution Utilized CRM	

Paralegal & Office Manager (maternity leave repl.)

Amit, Pollak, Matalon & Co. • Tel Aviv	10/2020 – 09/2021
<ul style="list-style-type: none">• Head of administrative operations of high-tech department• Drafted contracts, managed KYC processes• Utilized CRM (iManage)	

Paralegal & Office Manager (maternity leave repl.)

Latham & Watkins • Tel Aviv	01/2018 – 02/2019
<ul style="list-style-type: none">• Head of administrative operations of high-tech department• Managed payments to vendors, service providers, ensuring that all items are invoiced and paid on time• Drafted contracts, managed KYC processes	

Languages

Hebrew, English, Russian