



## CONTACT

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## PROFILE

I consider good communication skills to be essential to achieve a high level of motivation and to ensure a good working environment and I have the ability to work under pressure and to meet deadlines.

I have a confident attitude and approach to any job. I am self-motivated, enthusiastic and a reliable part of any team.

## LANGUAGES

English - Native  
Hebrew - Basic

## REFERENCES

Available upon request

# LEANNE BAR-OZ

## EXECUTIVE ASSISTANT PERSONAL ASSISTANT ADMINISTRATOR

## EDUCATION

**Liverpool John Moores University -1988-1993**

BTEC HND Administration Studies

## WORK EXPERIENCE

**June 2023 - Present - PA for a Parenting Coach (Part-Time)**

- My responsibilities include corresponding with current clients to scheduling their next meeting;
- Reaching out to prospective clients who come through our lead generating adverts;
- Making sure that the clients have paid for their meetings in a timely manner

**June 2022 - Present - Receptionist in a Dental Practice in Kohav Yair (part-time)**

- My responsibilities include providing front-and telephone-facing client support, such as scheduling appointments, payment collecting and setting up patient cards for the following day

**May 2021 - April 2022 - Metapelet on my Yeshuv for Babies**

**June 2017 - October 2020 - Trademarks Paralegal, Seligsohn Gabrieli, specializing in Trademarks and Patents in Israel & Abroad**

- Corresponding with Clients in Israel and Abroad at various stages of the Trademark and Patent process, which involved:
- Renewals and Reminders
- Acceptance fees
- Reminders for deadlines
- Notice of Allowance of Trademark and Patent applications
- Invoice preparation
- Bank Transfer Preparation
- Proofreading official document from the Trademark Office and sending them out to the Client

## **August 2016 – June 2017 – Patent Paralegal, Dr. Shlomo Cohen & Co specializing in Patents in Israel**

- Corresponding with Clients in Israel and Abroad and the Israel Patent Office at various of the Patent process, this involved
- Extensions for Section 18 and Office Actions
- Renewals
- Acceptance fees
- Reminders for deadlines
- Abandonment of Patents
- Notice of Allowance of Patent applications
- Invoice preparation

## **June 2015 – July 2016 Medicolegal Instruction Facilitator, Medical Experts Online and inNeg**

- First point of contact for incoming enquiries for the organisation
- Managing the workflow and dealing with any delays or other issues as they arise.
- Sourcing new Medical Experts and agreeing their Terms and Conditions
- Working via the bespoke database to monitor operational activity

## **February 2010 – January 2015 – English Typist at Reinhold Cohn & Partners Law Firm, which specializes in Patents in Israel.**

- Typing Specifications and Claims for Patents and amendments thereto
- Extensions – writing to the Israeli Patent Office requesting extensions, preparing Debit Notes and reporting to the Client and updating our system accordingly
- Corresponding with Clients in Israel and Abroad.

## **2008 – 2009 – Administrator in the Bupa UK International Health Insurance Company**

- Provided Logistic coordination of Social Events for the Human Resources Director and the Team, which included travel and accommodation requirements
- Prepared the venues, meeting materials, travel expense reports and diary management for training programs
- Monitored and updated all training systems to ensure delegates and trainers were adequately informed and prepared for training activities

## **1988 – 2008 – Administrator in the Local Government Offices around the United Kingdom**

- Arranged meetings: Prepared and distributed the Agendas to Committee Members summarized meetings and distributed the summary to various Local Government Offices throughout the United Kingdom