



# 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

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## Experience

### Office Manager & Bookkeeper

Cytactic • Tel Aviv 02/2023 – 10/2023

- 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

- 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

- 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

- 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
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## Languages

Hebrew, English, Russian