

# MARIA CAIAN

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## SUMMARY

As a versatile and experienced Senior Project Assistant, I am adept at providing comprehensive administrative and operational support to ensure the successful execution of projects. With a keen passion for problem-solving, continuous learning, and a dedicated commitment to fostering business growth, I leverage strong communication skills, technological prowess, and a natural inclination for process optimization. My proficiency lies in organizing and maintaining project documentation, managing robust communication channels with clients, team development and support, meeting coordination, report preparation, and data management. My ability to solve complex problems with minimal guidance and anticipate client and team members' needs further enhances my effectiveness in project management.

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## EXPERIENCE

### Senior Project Assistant Imaging, 10/2022 - 08/2023 ICON Plc - Dublin, Ireland

Providing comprehensive administrative and operational support to ensure the successful execution of projects with proficiency in organizing and maintaining study documentation, robust communication with clients and team support, effective meeting coordination, report preparation and data gathering, and facilitating seamless project operations. Key responsibilities include:

**Documentation Management:** Expertly organizing and maintaining project documentation, preparing for audits, reconciliations, and archiving to ensure compliance and efficiency.

**Communication Management and Client Interaction:** Managing robust communication channels with clients, sites, CROs, and CRAs for seamless information flow and query resolution. Facilitating effective collaboration and decision-making through clear correspondence, meeting scheduling, and prompt client support.

**Meeting Coordination and Project Support:** Supporting Project Managers by assisting in agenda preparation, compiling meeting minutes, and conducting client teleconferences in their absence, ensuring seamless project progression and fostering effective communication with clients, and ensuring thorough follow-up on action items to propel project advancement.

**Report Preparation and Data Management:** Skillfully preparing and distributing project reports, gathering data, and maintaining meticulous project tracking systems for informed decision-making and efficient project management.

**Quality Control:** Reviewing deliverables and upholding project

## CONTACT

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## SKILLS

- Advanced MS Office Suite knowledge
- Appointment scheduling
- Analytical skills
- Attention to detail
- Clinical research
- Creative problem solving
- Critical Thinking
- CRO regulations
- Data entry documentation
- Dedicated team player
- Detailed meeting minutes
- Documentation and reporting
- Easily adaptable
- Effective communicator
- Employee training and development
- Exceptional telephone etiquette
- Information compiling
- Interpersonal communications
- Meeting logs management
- Meeting planning
- Multitasking and prioritisation
- Office management software
- Operational processes
- Organisation and efficiency
- PC proficient
- Problem Resolution
- Process Improvement
- Proofreading
- Records management systems

standards to ensure excellence in execution.

**Training and Supervision:** Assisting in coordinating site trainings, supervising Study Centers to ensure availability of study supplies, managing system accesses, and addressing queries effectively.

**Team Development:** Playing a pivotal role in training new project assistants and actively participating in interviews for potential candidates, fostering a skilled and cohesive project team.

**Project Assistant Imaging, 11/2019 - 10/2022  
ICON Plc - Dublin, Ireland**

Providing comprehensive administrative and operational support to ensure the successful execution of projects with proficiency in organizing and maintaining study documentation, including preparation for audits, reconciliations, and archival procedures, and facilitating seamless project operations. Key responsibilities include:

**Documentation Management:** Proficiently organizing and maintaining project documentation, ensuring compliance and efficiency during audits and reconciliations.

**Communication Management:** Managing robust channels with clients, CROs, and CRAs for seamless information flow and query resolution, enhancing collaboration and decision-making.

**Meeting Coordination:** Assisting Project Managers with agenda preparation, meeting minutes, and client teleconferences, fostering project progression and effective communication.

**Report Preparation:** Skillfully preparing and distributing project reports, ensuring timely delivery to support informed decision-making and accurate project tracking.

**Quality Control:** Reviewing deliverables and upholding project standards to ensure excellence in execution.

**Administrative Support:** Providing comprehensive assistance, including filing, organizing documents, and managing supplies with precision.

**Training and Supervision:** Coordinating trainings, supervising Study Centers, and participating in team development to foster a skilled and cohesive project team.

**Corporate Governance Research Associate, 02/2019 - 05/2019  
Glass, Lewis & Co. - Limerick, Ireland**

As member of the Governance Research Team, my role consisted of producing governance research reports for the Germanic markets, namely for the Swiss, Austrian, and German markets.

In particular, I analysed company filings, translated and summarized proposals, and proposed voting recommendations for the Company's clients. I have also participated in the training of the new team members.

**Corporate Governance Research Associate, 02/2018 - 05/2018  
Glass, Lewis & Co. - Limerick, Ireland**

As member of the Governance Research Team, my role consisted of producing governance research reports for the Germanic markets, namely for the Swiss, Austrian, and German markets.

In particular, I analysed company filings, translated and summarized proposals, and proposed voting recommendations for the Company's clients.

**Technical Support Agent, 10/2017 - 02/2018**

- Report analysis
- Report development
- Resolving discrepancies
- Scheduling and diary management
- Self-directed
- Staff motivation
- Strong interpersonal skills
- Tech-savvy
- Technical documents comprehension
- Tracking documents
- Transmitting files
- Troubleshooting proficiency

## **HCL Technologies - Limerick, Ireland**

Offering technical support to customers having landline and broadband issues;

Offering technical support to customers having E-Mail issues.

## **News Article Writer and Editor, 05/2013 - 07/2013**

### **HotNews.ro - Buharest, Romania**

Article writing and editing.

News page editing.

Translating up-to-date, and live pieces of international news: English, German, and French.

Comments section management and proofing.

## **Intern, 07/2015 - 08/2015**

### **Brasov County Library "George Baritiu" - Romania**

Organizing and Engaging in weekly reading activities for children.

Development of administrative, organisational, and communication skills.

## **Tutor in English, German, and Romanian, 06/2012 - 07/2017**

### **Self-Employed - Romania**

Helping Students of various age groups in acquiring, and developing their reading, writing, listening, and speaking skills in English, German, and Romanian.

Helping mature students acquire necessary language-operating skills for international jobs.

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## **EDUCATION**

### **Master of Arts, MA in Ethics in International Affairs, 2017**

**University of Limerick** - Limerick, LK

### **Bachelor of Arts, BA English and German Language and Literature, 2016**

**Transilvania University of Brasov** - Brasov Romania

### **Erasmus Scholarship**

**University of Limerick** - Limerick, LK

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## **LANGUAGES**

**Romanian:** First Language

**English:**

C2

**German:**

B2

Proficient

Upper Intermediate

**French:**

B1

Intermediate

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## **DRIVING LICENCE**

- Category B auto