

# Antonia BANTI

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## PROFILE

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Proactive, dedicated and focused, I excel in prioritizing and completing multiple tasks simultaneously and promptly. I am highly motivated and reliable individual who always achieves the set targets. My organizational skills in combination with my work experience, offer an excellent set of skills that allow me to undertake and execute complex projects. I have always proved to be efficient, responsible and helpful collaborating with the teams I have worked with.

## PROFESSIONAL EXPERIENCE

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- Dec. 2020 – Present      **Scientific Coordinator, Institute for Epidemiology, Biostatistics and Prevention (EBPI), Department of Global and Public Health, University of Zurich, Switzerland.**
- Assisting with the administrative processes of the department.
  - Maintaining the database of the Personnel.
  - Acting as the HR Representative for the department.
  - Creating Standard Operating Procedure (SOP) Documents.
  - Assisting the finance team by issuing invoices and controlling payments.
  - Supporting in special Projects and Events within the EBPI.
- Juli 2020 – Nov. 2020      **Study Assistant, Institute for Epidemiology, Biostatistics and Prevention (EBPI), Department of Epidemiology, University of Zurich, Switzerland.**
- Supported the principal investigator of Corona-Immunitas Study (Kanton of Zurich).
  - Handled the administrative tasks of the study (recruiting of participants, opening their files, delivering results).
  - Maintained database.
  - Solved occurring problems with the software used.
- April 2018 – June 2020      **Administrative Assistant - Receptionist, Box Club Zurich, Zurich, Switzerland.**
- Welcome members ensuring they are inducted in the database.
  - Collected data from members and updating databases.
  - Processed payments and invoices.
  - Performed new members' orientation.
  - Issued membership cards.
- Sept. 2015 – Jan. 2016      **EHS Specialist Intern, GE Power (formerly Alstom Power), Baden, Switzerland.**
- Handled the administration of various EHS programs while generating and maintaining project specific and standardized EHS Documentation.
  - Managed correspondence and meeting minutes.
  - Maintained department's website.
  - Formulated and evaluated existing EHS processes to ensure practices are consistent with prescribed laws, standards, and company goals.
  - Prepared quarter reports and generated internal communication material for shareholders globally.
- April 2013 – Aug. 2015      **Administrative Assistant, School of Biology, Aristotle University, Thessaloniki, Greece.**
- Worked as the personal assistant of the School Head acting as point-of-contact for students and university personnel.
  - Acted as a liaison between the School Head and the Central University Services.
  - Managed project budget, travel expenses, payroll and legal forms.
  - Maintained lab's website.
  - Scheduled meetings and appointments.
  - Prepared teaching and exam material.
  - Produced posters and presentations for international and national research conferences.

- Nov. 2012 – Mar. 2013 **Audit Specialist and Data Analyst, Public Health Services, Ministry of Health, Thessaloniki, Greece.**
- Performed quality inspections on water samples.
  - Analyzed data and compiled daily reports.
- May 2008 – June 2008 **Project Administrator Intern, National Programme on Education & Lifelong Learning, Thessaloniki, Greece.**
- Assisted with financial reporting.
  - Issued invoices.
  - Performed data entry and developed supporting material for populating daily spreadsheets.

## EDUCATION

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- Nov. 2013 – Sept. 2015 **PhD Studies in Aerobiology**  
Aristotle University of Thessaloniki, School of Biology, Department of Ecology.
- Mar. 2010 – June 2012 **MSc in Ecological Design, Sustainable Development and Management of Protected Areas**  
Aristotle University of Thessaloniki, School of Biology, Department of Ecology.
- Sept. 2003 – Nov. 2009 **BSc in Forestry and Natural Environment**  
Aristotle University of Thessaloniki, Faculty of Forestry and Natural Environment, Department of Forest and Water Engineering

## LANGUAGES

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Greek	Mother tongue
English	Proficiency (C2)
German	Intermediate (B2), C1 in progress

## SPECIAL SKILLS

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### SOFTWARE

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Extensive computer and technical skills including:

- Microsoft Windows, Mac OS X operating systems, Microsoft Office suite.
- Confluence, Cobolt, Tomedo
- Statistica, Spss, ArcGIS, Tableau, Minitab, SAP, PDM, CMS, Microsoft Visio, Revit, SharePoint, MatLab, Visual Basic, XML, Lotus Notes Domino, Adobe FrameMaker, Adobe Photoshop.

### ORGANIZATIONAL

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- Devoted to achieving set goals in addition to meeting and exceeding expectations.
- Efficient in working on multiple projects under stressful circumstances to reach deadlines.
- Hardworking, independent, organized and prompt.

### SOCIAL

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- Able to communicate ideas in a simple and clear fashion and positively motivate others.
- Easy in adapting to multicultural environments.
- Recognized for fresh and innovative ideas.

## REFEREES

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References available upon request.