



ANNA VOICA (Mag.^a iur.)

- 🗨️ Communications nerd
- 👂 Empathic listener
- 👤 People person
- 🚀 Enabler

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Languages: GER: 1. Mother tongue | ROM: 2. Mother tongue | ENG : C2 (Cambridge) | FRA: B2 (DFP-RI) | ESP/RUSS: A1.1

Details: Austrian Citizenship / Date of Birth: 06.11.1992

As a versatile generalist with a legal, diplomatic and mediation background, I offer the valuable external perspective, keep the balls in the air and take all parties involved to the finish line.

PROFESSIONAL EXPERIENCE

- since 09/2022 **Small business owner with a digital business model, Leoben**
- Sparring & accountability partner for online entrepreneurs in the training, consulting and coaching sectors
 - Business mentor for academics who want to become location independent entrepreneurs with their professional competences
- 2020-2022 **Part-time freelancer**
- Communication & Marketing Trainings
- 03/22-07/22 **Key Account Manager, Montanuniversität Leoben**
- Contact person (for internal, external and prospective students) for the two newly introduced international study programmes in the field of sustainability
 - Information link between Rectorate, Curriculum Commission, Head of Department, Public Relations, and Department for International Affairs
 - Creation of & content for PR materials and website (in Typo 3)
- 08/20-03/22 **Secretary-General & Communications and Partnership Manager, Montanuniversität Leoben, Competence Centre for Mining Engineering Education / UNESCO**
- Responsible divisional management
 - From being an all-rounder and the first employee to help set up the branch operationally, my role developed into Secretary-General and Communications & Partnership Manager, as well as Team Leader of the total team of 5. This role included:
 - Facilitation and structuring of the strategy development process,
 - bi-annual reporting, financial coordination and contracts,
 - Onboarding and support of the team,
 - Establish and maintain partnerships with other higher education institutions, international organisations and national government agencies,
 - first point of contact and representation of the Centre,
 - Before that: content conception, implementation and coordination of activities (e.g. the Online Lecture Series Ed. 1 & 2 with 80 -160 international participants from the mining sector each time; building the online presence: website, LinkedIn, Instagram, YouTube, newsletter).
- 10/19-07/20 **Business Development Manager**
- Responsible division management in the EIT Raw Materials/RIC Business Development: independent development of the division as well as strategic focus setting,
 - Independent project acquisition, project initiation, project management as well as development and care of contacts.

- 2018-2019 **Volunteer** at Watchado, Lawlinguists and NOYB
- Area of strategic planning and market analysis in cooperation with the Founder and Managing Director Jubin Honarfar at Watchado, Vienna; area of employee satisfaction and onboarding in cooperation with the Co-Founder Managing Director Dr. Daniel Nagel at Lawlinguists, Online; area of translations on data protection issues at NOYB, Vienna.
- 07-12/2018 **Liaison Officer** at the Austrian Federal Chancellery, Vienna
- Accompaniment and support of the Romanian and Algerian ministers as well as the other delegation members from arrival to departure during the Austrian Presidency of the Council of the EU,
 - Coordination and important information interface between embassy, fleet management, security, Chancellery and the delegation itself,
 - Endurance, sense of responsibility, flexibility, team spirit, high degree of spontaneous problem-solving skills as well as impeccable multilingual communication skills during extensive periods of deployment.
- 05-06/2018 **Trainee Lawyer Linguist**, Lawlinguists, Barcelona
- Editing of legal translations in German, independent translations in the languages combinations German/English/Romanian
- 10/2017-04/2018 **Trainee, then Tax Assistant for international tax law**, Deloitte, Vienna
- Dealing with day-to-day tax issues, preparation of corporate and income tax returns, independent research and information compilation
- Zw. 2009-2019 Inclusion Assistant for persons with disabilities, working in the fields of promotion/advertising, gastronomy, food retailing, childcare, preparatory accounting for associations.

EDUCATION AND TRAINING

- 2022 **Completion of training as a mediator**, University of Graz, 39.5 ECTS
- Training in: communications, group dynamic, conflict management, non-violent communication, mediation skill and carry out a case work
- 10/18-06/19 **Diplomacy Diploma Programme**, Diplomatic Academy, Vienna, 60 ECTS
- one-year full-time postgraduate diploma programme in international relations
- 10/11-12/17 **Law Diploma Programme**, University of Graz, 240 ECTS
- Education focus: Tax law (9 ECTS) and Law & Economics (35 ECTS)
 - Diploma thesis topic: "Romania's Accession to the European Union. A legal-historical depiction from the Romanian perspective", grade 'excellent', research in Bucharest.

Upskilling

04/21: 3 months Online Business Mentoring, Online Business Podcast

02/20: 20 hours Adobe InDesign class, EDV Graz

03/19: Negotiation Training mit John M. Macgregor, former UK Ambassador

12/18: Eventmanagement, Skills Workshop, Diplomatic Academy, Vienna

Voluntary

former ambassador in Graz at Foodsharing e.V. for food rescue

Leisure pursuits

Mountain biking, travelling with the car roof tent, learning new things and self-development

Travels

Study and language trips to: China/ and Japan (07/19), Switzerland/Geneva (05/19), Belgium/Brussels (04/19), Germany/Frankfurt a.d. Oder (11/18), France/Strasbourg (09/18), Scotland/Glasgow (09/10), France/Cannes-Nizza (03/10)

Private travels to: Spain, France, UK, Switzerland, the Netherlands, Italy, Czech Republic, Slovakia, Slovenian, Germany, Hungary, Romania, Croatia, Bulgaria, USA, Canada, Svalbard, Mexico, Thailand, Indonesia, Vietnam