

Eugenia Zanarini

Faculty Administrator |
Office Manager
@ *Pulse College*

Experience

July 2024 - present

Faculty Administrator/Office Manager *Pulse College*

Role for the Animation and Video Games faculty. Ensuring that timetables are organized, managing student communications and ensuring that assignments are properly administered. Ensuring smooth operation of the office on a day-to-day basis including inventory management and secretarial and administrative support to other staff members.

May 2023 – July 2024

Senior Reference Data Analyst *ICE*

Spanish language role. Updating and sourcing data related to secondary market securities by conducting research through available resources, as well as directly contacting clients. Keeping track of updates through Excel, collaborating as a team to reach goals and fulfil tasks, creating training documentation to share with the team.

February 2023 - May 2023

Claims Handler *Allianz Partners*

French language role. Duties included processing medical claims (invoice review, claim review, statements review), maintaining required targets, attending trainings and meetings, working within a team to reach common SLA goal.

March 2022 - February 2023

Platform Experience New Associate *Accenture*

Content Moderator (German) at Accenture for external client. Duties included maintaining a high productivity rate daily, being able to make decisions quickly and efficiently and justify them, attending weekly meetings and training.

August 2021 – March 2022

Sound Design and Research Team *UCL MAL*

Completed the 2021 Volunteering Programme at the University College London Multimedia Anthropology Lab (UCL MAL). Gained hands-on experience in [audio](#) and [audiovisual](#) content production, digital communications management, website design and production, project management and logistics, network growth and audience mapping. I've also contributed with written interdisciplinary research (see [link](#)).

I have experience working in different linguistic and cultural contexts, and I enjoy learning new languages and technologies. I am a problem solver, an effective communicator, and a team player, and I strive to deliver high-quality results in every project I undertake.

Education

2021 - 2022

MA | Sound Design for Video Games

University of Chichester | ThinkSpace Education

2019 - 2020

BA | Audio and Music Technology

Pulse College | Griffith College

Skills

- Teamwork
- Problem solving
- Tech savvy
- HTML, CSS, Javascript, React, Github (see my portfolio – link below)
- Microsoft Office Suite
- Google Suite

Contact

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<https://eugenia-zanarini-portfolio.netlify.app/>

[linkedin.com/in/eugenia-zanarini](https://www.linkedin.com/in/eugenia-zanarini)

Languages

- English (C2)
- Spanish (C2)
- Italian (C2)
- French (C2)
- Russian (C2)
- Ukrainian (C1)
- German (B2 - C1)