

Lucía Panozzo

ABOUT ME

AGE: 28
COUNTRY: Argentina
PROVINCE: Buenos Aires
CITY: Lanús

CONTACT INFO

+54 1131034230
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SKILLS

- Microsoft Office
- Outlook
- Monday (project management software)
- Project Managment

LANGUAGES

- Spanish- Native
- English- C2

WORK EXPERIENCE

CAMPUS OPERATION SPECIALIST

eTeacher Group | 2022 - 2024

- Building and monitoring schedules
- Guidance and assistance to over 100 teachers
- Approving of invoices
- Assigning teachers and students
- Development of procedures
- Remote position - multicultural environment

ASSIGNMENT COORDINATOR

eTeacher Group | 2020-2022

- Assignment of students
- Multiple systems
- Remote position - multicultural environment

CODING COORDINATOR

KANTAR | 2018-2020

- Coordination of 7 coders
- Budget preparation
- Ongoing process oversight

CODING ASSISTANT

KANTAR | 2015-2018

- Quality control
- Collection and delivery of surveys

FIELDWORK ASSISTANT

KANTAR | 2013-2015

- Assistance to members of the team

EDUCATION

INSTITUTO DE ENSEÑANZA SUPERIOR EN LENGUAS VIVAS

English Teachers Training

QUINQUELA MARTÍN

Photography

INSTITUTO JESUS DE NAZARETH

High School