

ANASTASIA INES MACAGNI

Mobile: +353 89 987 3214

Email: anatasiam@yahoo.com.ar

Experience:

20 years of relevant experience in Motion Pictures Industry, office/ management supporting work.

Languages: Spanish and Italian native1.

IT Skills: Very good knowledge of the MS Office applications, Internet and office technology equipment, Docusign, SmartAccounting, DPO, OneCloud, MEe-chits, Microsoft Office, Adobe. Remote Working.

Competencies:

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical Skills

- Very good knowledge of communication and documentation standards
- Very good knowledge of corporate computerized financial / travel / human resources systems and administrative procedures and policies
- Very good knowledge of the organizational structure

WORK EXPERIENCE in IRELAND 2020 & 2021

Argentan Productions DAC – Disney Ltd.

Administrative / 2nd account assistant

- Administrative support
- 2nd account assistant – cash flow /audit -
- Maintain tracking documents and keeping the asset database up to date with all necessary information
- Clerical tasks / remote worker

Administrative / 2nd account assistant

Serpentine DAC – Amazon Entertainment

- Administrative support
- 2nd account assistant – cash flow /audit -
- Maintain tracking documents and keeping the asset database up to date with all necessary information
- Clerical tasks / remote worker

2019 -2020 Administrative assistant -Team Leader - Language Services

Dublin City University

- Processed documents before, during and after the semester for the exchange students
- Facilitate events during the semester for buddies and exchange students
- Produce reports spread sheets and any other documents according to the activities.
- Planned and coordinated on site and off site meetings.

Nov – Dec 2018 Assistant Manager (trainee)

Kavaleer Productions Dublin Cartoons TV Series

- Administrative and clerical tasks (such as scanning or printing)
- Preparing and editing letters, reports, memos, and emails
- Running errands to the post office or supply store
- Arranging meetings, appointments, and executive travel
- Answering phone calls and taking messages
- Maintaining folders on servers
- Recording meeting minutes
- Liaising with teams and units
- Tracking petty cash
- Covering reception

Jan – Oct 2018 Senior receptionist Night/Day Audit

Generator Hostels Co, Dublin, Ireland

- Responsible for check-in and check out processes
- Act as concierge and receptionist simultaneously
- Check-in guests and organize an orientation excursion of facilities and amenities with the Guest Relations Manager Planned custom trip routes for guests upon request
- The first point of contact to address problems with room defects or health emergencies
- Manage the reservation system and perform bookings, cancellations and reservation amendment

- Process payments for group bookings at the various restaurants and recreational facilities at the premises.
- Successfully act as a sales liaison between a hotel guest and local travel companies and tour operators.
- Ran the settlement process for credit card transactions daily and record revenue totals to generate reports for the accounting department
- Settle Corporate Accounts and submitting to company clients for payment
- Answer telephone and in-person queries about hotel services and facilities

WORK EXPERIENCE in ITALY

2012	Assistant Accountant and Assistant Financial	Cristaldi Pictures, Rome, Italy TV Series
	<ul style="list-style-type: none"> ▪ Responsible for financial and business aspects on the production ▪ Collaborated with Head Finance Officer to develop long-range plans, budgets, forecasts, and tracking metrics to assist in evaluating financial key indicators ▪ Prepared monthly variance reports to financial budget and monthly projection consolidations submitted to external analysts ▪ Trained 2 administrative assistants during the period of project expansion ensuring the procedures. ▪ Finance “above the line” and “below the line” 	

WORK EXPERIENCE in ARGENTINA

2004 - 2017	Administrative Assistant Feature Films, Docs, TV Series	
	<ul style="list-style-type: none"> ▪ Patagonik Film Group co. Disney ltd. ▪ Lita Stantic Productions ltd: ▪ Historias Cinematograficas Co. ▪ Burman Dubcovsky Cine SL: ▪ Paka Paka TV Productions: ▪ MyS producciones 	2 nd Assistant Production Accountant Financial 2 nd Assistant Production Co-ordinator 2 nd Assistant Production Co-ordinator Assistant Production coordinator Trainee Production Content creator and Coach Assistant Production Accountant Financial
2005 – 2006	Assistant Cultural Manager	Organization of Iberoamerican States,
	<ul style="list-style-type: none"> ▪ Created and promoted the annual plan of cultural activities in Argentina. ▪ Office Administrator and Manager Assistant 	
2003 - 2004	Assistant Cultural Manager/Arts Guide	Recoleta Modern Art Center, Argentina
	<ul style="list-style-type: none"> ▪ Created and promoted annual activity planning for visitors of all ages. ▪ Experience in public speaking / entertaining / performing 	
2001 – 2003	Specialist Researcher - Archivist - Library Assistant	National Cinema Museum, Argentina
	<ul style="list-style-type: none"> ▪ Catalogued and developed the digitalization of heritage collection. 	

VOLUNTEER EXPERIENCE

2020	Volunteer	Collaborator	Production Guilds Ireland - SSI
2018	Volunteer	Guest Assistant / Customer Service	Dublin Book Festival, Ireland

EDUCATION, COURSES & TRAINING

2020	Covid-19 Safety Protocol / Compliance officer Certificate	Screen Skills Ireland
2019	Managing Staff with Legal Req and HR Practice Arts, Entertainment and Media Law	Ciara McCormak (Graphite HR) Law Society of Ireland
2019	Movie Magic Scheduling and Budgeting Workshop	Screen Training Ireland
2019	Archivist Course	Screen Training Ireland
2018	Production Accountancy Workshop	Screen Training Ireland
2018	General Data Protection Regulation (GDPR) Certificate	IT Governance. Ireland.
2013	Coaching Certificate	Latinoamerican Coaching School. Buenos Aires,
2004	Degree in Film and Arts History	Buenos Aires University
2003	Arts and Tour Guide Certificate	Buenos Aires Government
2001	II Congress of Cultural Industries: Music and Arts Expressions	Cultural Producers and Developers Association, Buenos Aires
2000	Workshop “Globalization and Cultural Managing”	Buenos Aires Government
2000	Workshop “The Value of arts in communication”	Mora y Araujo Co., Philanthropic

INTERESTS

I especially enjoy dancing Tango or Salsa and listening music. Along with this, I love writing short stories about my travels, because Travel and being in touch with people from different cultures is part of my interests as well. I like to read novels, historical non-fiction and books on personal psychology and business development and films.

ACHIEVEMENTS, AWARDS AND PUBLICATIONS

1. Proposal selected: National magazine and poster campaign "*Teenagers, Aids, Sexual Health and Addictions*" sponsored by Department of Education and Culture of Argentina.
 2. Talks 2002: "*The movies and magazine distribution in Argentina*"; about my first book published by Buenos Aires City Government
 3. Publications- Edition : "*Movies and Magazines – Distribution Circuit in the 20 Century, Argentina*"
 4. Photographic Exhibition: "*Servicio Social*" by Anastasia Macagni photographer, **UNICEF** sponsor, Argentina.
-

REFEREES

References are available on request.

Yours Sincerely, Anastasia Macagni.