



LORENZO ZANARDI

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WORK EXPERIENCE

19/11/2020 – 18/11/2023 Dakar, Senegal

FINANCE & ADMINISTRATION COORDINATOR ICRC - INTERNATIONAL COMMITTEE OF RED CROSS - DAKAR REGIONAL DELEGATION

Dakar is a Regional Delegation covering Senegal, Guinea Bissau, Gambia and Cape Verde. We also host an Hub of Regional Specialists covering African French-speaking countries. My position as coordinator is developed on the 4 classic departments: Finance, Premises, Welcome and ICT. My daily activity focuses mostly on budget control, on the implementation and improvement of the services offered by departments, on the review of policies and on support for external departments. The Dakar Delegation, in continuous growth, is also looking for new premises and the management of the feasibility study of the project is my responsibility.

31/05/2019 – 15/05/2020 Erbil

FINANCE & ADMINISTRATION MANAGER 3 ICRC - INTERNATIONAL COMMITTEE OF RED CROSS - ERBIL - IRAQ

Erbil is a big ICRC hub providing high level of support and a wide range of administrative activities. In this context I supervise 6 departments and 2 offices, covering the whole Kurdistan region with a total of 86 staff under my responsibility. In particular:

- **FINANCE**, support the department in delivering quality services and respecting deadlines. Budget control, banking and negotiation.
- **HR**, supervision of standard activities like hiring processes, salaries, tax payments and direct intervention in sensitive tasks like end of the year staff reduction, disputes and revision of processes.
- **PREMISES**, management of rental contracts, safety & security, supervision of maintenance activities and implementation of new green ideas for Sustainable Development program.
- **WELCOME**, supervision of the department concerning field trips, accommodation and meetings & training organisations (5/month).
- **ICT**, monitoring of the services delivered by IT in parallel with the IT coordinator and direct management of phone and internet contracts.
- **STAFF HEALTH**, support health for admin tasks like medical invoices.

29/01/2018 – 15/03/2019 Nairobi

FINANCE & ADMINISTRATION MANAGER 2 ICRC - INTERNATIONAL COMMITTEE OF RED CROSS - NAIROBI REGIONAL DELEGATION FOR SOMALIA

Direct administrative responsible for entire Somalia: 4 sub-delegations plus Mogadishu offices. Based in Nairobi I supervise:

- Finance and Administration daily activity in direct contact with the 7 field administrators.
- HR support for resident staff in recruitment, training and problem solving.
- Welcome Services and Somalia Field Movements in collaboration with AirOps.
- Premises contracts, maintenance, active and passive security.

JDE and ANAPLAN user, I'm involved in the financial process for authorizations, banking, budget follow-up and forecast

20/04/2017 – 30/09/2017 Yobe and Borno State, Nigeria

AREA ADMINISTRATOR COOPI - COOPERAZIONE INTERNAZIONALE

ADMINISTRATION - Budget control and analysis. Supervise all administrative and finance aspects related to projects (Echo, Unicef, Aics) monitoring the activity of the field administrators. Prepare monthly reports and forecasts for the headquarter interacting with PM.

HR - Selection, capacity building and strengthening of the administration staff. Providing advice regarding hr policy and procedures.

LOGISTIC - Managing all the logistic and security aspects of Coopi Damaturu base.

31/01/2017 – 07/04/2017 Kinshasa, Democratic Republic of the Congo

ADMINISTRATION MANAGER COOPI - COOPERAZIONE INTERNAZIONALE

Administrative coordination officer of three projects (sick replacement):

- FAO - Renforcement de résilience et contribution à l'amélioration de la sécurité alimentaire
- ECHO - Réponses rapides aux crises nutritionnelle en Rdc
- PNUD - Renforcement de la résilience de populations affectées par l'insécurité alimentaire

Responsibilities: ensure all accounting record, financial controls and reconciliations, monthly financial forecast, prepare monthly payrolls. Maintaining effective control over budget and activities on the field.

31/03/2016 – 30/09/2016 Bangui, Central African Republic

ADMINISTRATION MANAGER COOPI - COOPERAZIONE INTERNAZIONALE

Administrative coordination officer of three projects:

- Agricultural development in Bambari – donor UNDP (United Nations Development Program)
- Psychological support for war's victims – donor: CHF (Common Humanitarian Fund)
- Building facilities to improve the trade of local products – donor: Italian Ministry of Foreign Affairs.

Responsibilities: ensure all accounting record, financial controls and reconciliations, monthly financial forecast, prepare monthly payrolls. Maintaining effective control over budget and activities on the field, prepare No Cost Extensions. Manage relationship with the donors preparing financial reports and budgeting reorganization. Supervise the accountants' activities and the purchase procedures. HR activities like recruiting, training and evaluation related to the administrative staff.

10/06/2015 – 16/09/2015 Lui, South Sudan

ADMINISTRATOR /LOGISTICIAN CUAMM DOCTORS WITH AFRICA

Responsible for the operation of 20 health centers, 110 employees, associated with LUI Hospital in collaboration with County Health Department and under the control of the donor USAID

Main activities:

Accountancy of project and preparation of donor financial reports, payrolls, cash and bank management, Support the preparation of financial plans, forecasts, budget analysis in close collaboration with the PM, recruit and supervise human resources, plan and organize activities and meetings. In addition, for the logistics area, organization of the supply chain, transports, purchase procedures, control of the functionality of the health centers and maintenance. Oversee project's security procedures.

08/01/2014 – 18/03/2015 Bukavu, Democratic Republic of the Congo

ADMINISTRATOR/LOGISTICIAN MLFM - MOVIMENTO LOTTA ALLA FAME NEL MONDO

I realized the following works:

- construction of a school for literacy and vocational training
- building and activation of an oxygen station at the Fomulac Hospital (Bukavu)
- interventions acts to improve the hygienic conditions within the same hospital
- realization of computer labs in high school in Bukavu in partnership with STM Foundation
- project to combat malnutrition through the breeding of guinea pigs

07/01/2002 – 07/06/2013 Castelleone, Italy

HR ADMINISTRATION MANAGER STUDIO ZANARDI & FIORI

Personnel administration (payroll, labor law and health funds) and administrative management of more than 150 companies for a total of 1500 employees. Management of organizational task, operational protocols. Recruit and supervise human resources. Reports and managing customer relations.

EDUCATION AND TRAINING

13/11/2023 – 30/01/2024 Rome, Italy

MASTER - WINE TOURISM AND NEW HOSPITALITY MODELS TRECCANI ACCADEMIA

Website <https://treccaniaccademia.it>

14/09/2023 – 30/01/2024 Brescia, Italy

AIS SOMMELIER DIPLOMA Italian Sommelier Association -AIS

Website <https://aisitalia.it>

16/04/2012 – 26/06/2012 Mantova, Italy

CHEESE TASTER DIPLOMA ONAF - NATIONAL ORGANIZATION OF CHEESE TASTERS

Website <https://www.onaf.it/>

22/11/2021 – 25/02/2022 Luzern, Switzerland

HLMS - HUMANITARIAN LEADERSHIP AND MANAGEMENT SCHOOL Luzern University & ICRC

Website <https://www.unilu.ch/ita/>

01/09/2021 – 30/11/2021 London, United Kingdom

REAL ESTATE ECONOMICS AND FINANCE The London School of Economics and Political Science

Website www.lse.ac.uk

17/09/2018 – 21/09/2018 Nairobi, Kenya

LEADING A TEAM COURSE - LAT ICRC

06/10/2016 – 12/12/2016 La Valletta, Malta

ENGLISH INTENSIVE COURSE ESE - European School of English

13/10/2006 – 27/01/2007 Milan, Italy

MASTER "HUMAN RESOURCES SPECIALIST" IL SOLE 24 ORE - Business school

Website <https://www.24orebs.com/>

10/06/2001 – 18/11/2001 DeLand -Florida, United States

BUSINESS ENGLISH COURSE Stetson University

15/09/1994 – 04/04/2001 Milan, Italy

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION Bocconi University

Level in EQF EQF level 7

LANGUAGE SKILLS

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
FRENCH	C1	C1	C1	C1	C1
ENGLISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● ADDITIONAL INFORMATION

VOLUNTEERING

15/10/2009 – 15/12/2013 CREMONA

FIREFIGHTER

31/05/2004 – 15/09/2009 Castelleone

GREEN CROSS 118 - RESCUER AND DRIVER

ORGANISATIONAL SKILLS

Organisational skills

- Very good in oversight, keeping track of what's going on and setting the right solutions.
- Coordinator, using resources in the right way, avoiding waste of time and energies.
- Logical thinker, analysing actions and feedbacks and drawing conclusions based on those inputs.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Ability to listen, understand people and situations
- Clear and concise in the verbal expression
- Empathetic: understand and respect every point of view
- Excellent ability of mediation and peaceful conflict resolution.

JOB-RELATED SKILLS

Job-related skills

Through my work experiences, I have developed:

- Good analytical skills and problem solving;
 - Good ability to manage stress and work in emergency situations.
 - Good ability to organize work independently
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