


NATALIA BALCONI

 nbalconic@gmail.com

 50230323165

 Guatemala City, GU01070

SKILLS

- Audio post-production
- Audio recordings
- Sound Editing
- Problem resolution
- Organization
- Team management
- Project organization
- Thesis advisement
- Lecturing
- Lesson Planning
- MS Office
- Bilingual

EDUCATION

Colegio Bilingue Campo Real
Zona 8 De Mixco, Guatemala
• 11/2015

High School Diploma

Universidad Galileo
Guatemala City

Completion of Studies:
Acoustic Technologies And
Digital Sound

PROFESSIONAL SUMMARY

Creative Audio Engineer with 3 years of recording and mixing experience. Areas of expertise include Recording and Mixing. Talented at quickly setting up equipment and utilizing special software to mix and edit tracks, including Logic Pro X. Tech-savvy and hardworking with excellent troubleshooting abilities.

Art Production and Direction Teacher, among the students you can find musicians, audio engineers, writers, painters, photographers, and many more.

WORK HISTORY

Gunther Melendez - University Teacher

Guatemala, Guatemala City • 01/2020 - Current

- Conducted engaging in-class discussions to facilitate learning and encourage participation.
- Contributed to planning appropriate and engaging lessons for both classroom and distance learning applications.
- Created lesson plans for courses, modifying throughout year to meet time constraints and specific interests of class.

Gunther Melendez - Faculty Assistant

Guatemala, Guatemala City • 01/2019 - Current

- Drove operational improvements which resulted in savings and improved profit margins.
- Monitored social media and online sources for industry trends.
- Increased customer satisfaction by resolving administration issues.
- Organization of events, such as concerts and masterclasses for students development.

Gunther Melendez - University Teaching Assistant

Guatemala, Guatemala City • 01/2019 - 12/2019

- Distributed learning materials such as worksheets, textbooks and supplemental activities.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals, objectives and philosophies.
- Took attendance, graded assignments and maintained student records to assist teachers with administrative tasks and maintain smooth daily operations.

Armando Cabané - Sales Assistant

Guatemala, Guatemala City • 11/2015 - 12/2015

- This would be the equivalent of a summer job.
- Assisted customers with prompt and polite support in-person and via telephone.
- Delivered high level of assistance by locating products and checking store system for merchandise at other sites.