

NATALIA ELIZABETH MELGAREJO
English Teacher – Spanish Interpreter – Virtual Assistant

📍 Posadas, Misiones, Argentina
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PROFESSIONAL SUMMARY

Dedicated and results-oriented **English Teacher** with experience in teaching children, adolescents, and adults. Skilled in classroom management, lesson planning, and student engagement. Proficient in virtual learning tools and educational software. Currently working as a Spanish-English interpreter and as a virtual assistant.

EDUCATION

- **English Teaching Degree** – Instituto Superior Antonio Ruiz de Montoya (2015 – 2020)
 - **Annual English Course** – Instituto Superior Antonio Ruiz de Montoya (2015)
 - **Secondary Education** – Escuela Superior de Comercio N°6 “Mariano Moreno” (2014)
 - **Primary Education** – School N°796 “Santa Rita” (2009)
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PROFESSIONAL EXPERIENCE

English Teacher

First Step School of English (2021-2023)

- Conduct dynamic and interactive English classes for students of various levels.
- Develop and implement lesson plans aligned with learning objectives.
- Assess student progress and provide constructive feedback.

Escuela N°7 (2023)

- Designed engaging lesson plans to enhance language acquisition.
- Managed classrooms with students of different proficiency levels.

Colegio Santa María (2021 – 2023)

- Delivered English instruction to primary and secondary students.
- Used technology and gamification to improve language retention.

Colegio del Carmen (2024)

- Fostered a positive and inclusive learning environment.
- Integrated innovative teaching methods for better student engagement.

Spanish-English Interpreter

One World Global Services Company (2024 – Present)

- Provide real-time interpretation for clients in various industries.

- Ensure accurate and culturally appropriate translations.

Secretary | Virtual Assistant

Virtual Latinos (2024)

- Manage schedules, emails, and administrative tasks for international clients.
 - Utilize organizational and communication skills for efficient workflow.
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TECHNICAL SKILLS & TOOLS

Skills & Competencies

- Language Skills: Native Spanish | Advanced English (C1)
 - Teaching & Interpretation: Lesson planning, classroom management, interpretation services
 - Technical Skills: PowerPoint, Word, Excel, Kahoot
 - Soft Skills: Communication, adaptability, teamwork, problem-solving
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CERTIFICATIONS & TRAINING

- Ongoing professional development in **ESL teaching methodologies**
 - Training in **Virtual Assistance & Remote Work Management**
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ADDITIONAL INFORMATION

- Open to remote and on-site teaching opportunities.
- Passionate about education, language acquisition, and student success.
- Open to remote virtual assistant and interpretation opportunities.