

# Ana Galvao

Surrey, BC

778-773-8038 | [analuciacava@gmail.com](mailto:analuciacava@gmail.com)

<https://ca.linkedin.com/in/anacavagalvao>

Demo Reel: <https://thevoicelab.wixsite.com/home/reel>

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## Profile

Experienced Audio Engineer, with diverse skills in project management and customer service. Highly self-motivated, creative, and passionate about audio arts production. Excellent critical thinking and analytic skills, with a strong capacity to apply logic and innovative thinking to solve problems, streamline tasks, and complete projects on time and on budget. Sharp attention to detail, organized, with top-notch time/task management skills. Well-developed verbal & written communication skills, English & Portuguese fluencies.

Experience includes - Pro Tools, Audio Post-Production, Audio Recording, Audio Mixing

## Competencies & Selected Achievements

### Audio Engineering

- Currently working on Dialogue and Sound Effects editing for a WWII documentary - 2021/2022
- Edited ADR for animation, matching the takes chosen in the script with the radioplay format to ensure the audio structure for animators was coherent - 2021
- Engineered Audio Description recording sessions for TV shows, using professional audio equipment and Pro Tools, as well as VoiceQ software to ensure the correct timing - 2021
- Edited Audio Description voice over for 2 AAA games - 2021
- Ensured the voice over recording quality by communicating with the voice over artists in order to obtain the best takes for each project - 2021
- Sound design, foley editing, dialogue editing, and re-recording mixing for the short film On the road Again, directed by Emiliano Urquiza - 2021
- Dialogue editing, re-recording mixing for the short documentary Craftsman's Journey, directed by Maria Belenkova - 2021
- Designed a sound logo for C3G game developer - 2021
- Performed recording engineering of vocal tracks for Dan Vigo on the songs "A Cena" and "Pensando em nos" - 2020
- Co-produced and engineered vocals for Yavith's EP "Sunrise to Sunset", released by MS Metal Records - 2018
- Edited and mixed 3 podcast projects using Pro Tools and remote recording. The wellness podcast Sem Filtro reached top 20 on Spotify Brazil - 2019-2020

### Project Management

- Managed 4 simultaneous audio projects without delays, balancing freelance work in audio engineering and a full-time program at college - 2020
- Organized a task completion method that led to the achievement of the projects' goals while following instructions in Visual Merchandising projects - 2019
- Created a briefing method to translate abstract concepts from clients into technical concepts that improved project communication with clients by 60% - 2018

- Identified an opportunity to improve project quality, resulting in a set of process optimizations that reduced errors by 90% in the graphic design department for a sporting jersey company - 2017
- Introduced a new data report layout to present campaigns achievements for an advertising agency/client that summarized complex spreadsheets into visual presentations - 2015
- Developed standard procedures and training for the sales team at a start-up - 2014

### Time Management

- 100% on-time delivery within the estimated due dates on freelance audio engineer projects in 2020 and 2021
- Completed 100% of visual merchandising projects within the fixed scheduled time in 2019
- Built project templates that reduced the lead time for marketing projects in 2018

### Relevant Experience

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<b>Dialogue and SFX Editor</b> - Freelancer   Vancouver, BC	Current
<b>Audio Engineer</b> - Freelancer - Descriptive Video Works/Kozmic Sound   Vancouver, BC	Current
<b>Visual Merchandiser</b> - Contract - Match Marketing   Barrie, ON	2019
<b>Marketing Analyst</b> - Freelancer   Orillia, ON	2018
<b>Graphic Designer</b> - Full-time - Athletic Knit   Toronto, ON	2017
<b>Sales &amp; Marketing Associate</b> - Temp - Holt Renfrew   Toronto, ON	2016
<b>Web Analytics Analyst</b> - Full-time i-Cherry Ad Agency   Curitiba, Brazil	2015
<b>Marketing Assistant/Sales Team Lead</b> - Full-time - ASAAS Financial Services   Joinville, Brazil	2014

### Education & Training

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<b>Audio Production &amp; Engineering</b> - Metalworks Institute   Mississauga, ON	Aug 2020
<b>Bachelors of Fashion Design</b> - Catolica de Santa Catarina   Brazil	2007

### Volunteer Work

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**Events Committee Volunteer** Current

Vancouver Post Alliance | Vancouver, BC

- Working on preparing and executing events for members and non-member of the VPA.

### Recording/Mixing Engineer

Nov 2019 - April 2021

Networking for Brazilians | Toronto, ON/Vancouver, BC

- Recording and mixing of the NPB podcast, a program designed to bring free and accessible information to the Brazilian community of immigrants living in Ontario about Canadian culture and work, as well as services available for the community.