



ADMINISTRATIVE ASSISTANT
AUDIOVISUAL COM. ANALYST

DIEGO PERALTA

CONTACT

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PROFESIONAL PROFILE

Administrative Assistant with 24 months of experience on public attention. Audiovisual Communication Analyst at Universidad ORT Uruguay. Intermediate title of the Audiovisual Communication degree.

HARD SKILLS

- Video edition with Adobe Premiere (color correction, audio edition, effects and transitions)
- Picture edition with Adobe Photoshop and Adobe Lightroom
- Motion Graphics edition with Adobe After Effects
- Content generation for social networks (banners, ads, GIFS, Instagram Reels and Stories)

SOFT SKILLS

- Management of audiovisual equipment (cameras, monitors, lights, microphones, reflectors)
- Clear and concise redaction on articles, essays and news
- Good level with Office software
- Good level with streams software such as OBS Studio, Streamlabs and vMix Pro

WORKING EXPERIENCE

ADM. ASSISTANT – ASOCIACIÓN ESPAÑOLA (FROM MAY 2021)

- Public Attention at medical centres
- Medical reserves management
- Entry of forms and documentation to systems
- Cashier management, money deposits and settlements
- Medical services selling (accompaniants and emergency)

PRACTIC EXPERIENCE AND ACADEMIC FORMATION

UNIVERSIDAD ORT URUGUAY (2018–PRESENT)

- . Edition and Script at short-films (full portfolio on website)
- . Simulation of TV programs with their respective Motion Graphics (tapes, advertising batches and graphics on screen)
- . Motion graphic replicas of sports events (Ask for reel)

LANGUAGES

SPANISH

- Native

ENGLISH

- First Certificate Exam (FCE)