

# Omayra J. Oliveras Adames

Bayamón, PR 00957

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## Professional Profile

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Active woman working on TV production, with a degree on Hotel & Restaurant's Management. I have experience on sales, film productions and event planning. I describe myself as a professional, creative, easy to adapt to changes, innovative, and with a strategic thinking. I am looking for a professional opportunity where I can contribute with my abilities in benefit of the company, but at the same time where I can continue growing on a personal level.

## Education

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**University of Sacred Heart, San Juan P.R.** 2021 - 2022

Bachelor's Degree in Audiovisual and Film Production  
Second Bachelor's Degree in Experience Design: Tourism and Events  
Credits Completed: 85 credits  
GPA: 4.00

**University of Puerto Rico, Carolina P.R.** 2017 - 2020

Bachelor's Degree in Hotels and Restaurants Management  
GPA: 3.80

## Experience

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**Super Chef Celebrities S3/"Claro que Baila", Wapa TV, Guaynabo P.R.** January - July, 2025

*Content Assistant*

- Propose content ideas for the program.
- Research of the different participants and their daily lives.
- Counting and management of data such as: score, game benefits or penalties, statistics, important points of the show, etc. in Microsoft Excel
- Assist in the creation and editing of the program schedule.
- Creation of schedules for different departments.

**"Guerreros Extremo"/Super Chef Celebrities S1, S2 & "Fogón" Edition**

**Wapa TV, Guaynabo P.R.**

March, 2023 - December, 2024

*Participants Producer*

- Propose, search for, and contact celebrities for the program.
- Direct and manage participants in and out of the studio
- Coordinate extracurricular activities and/or commitments for participants.
- 24/7 communication and follow-up with participants.
- Inventory and control of materials and equipment used in the program.
- Assist the production team in idea generation and decision-making.

**Production in films, series and commercials, P.R.**

August, 2021 - August, 2024

*Production Assistant/Utility*

- Assist on production set with the extras, since their arrival until wrap, documentation and contracts, guide and following on/off set and departments.
- Assist buying, organization and distribution of materials and props on set.
- Assign assistants to different responsibilities with the Key PA.
- In charge of collect the daily and weekly hour papers of every department at the end of day.
- Assist with the actors, check they go to the different needed departments and be on time and ready on set to film.

Examples:

- Movie "Dime Detective"/coming soon
- Series "Lucy es el 7"/coming soon
- Series "Neon"/Netflix
- Commercial "Meta Quest"/Digital Platforms
- Movie "Blue Beetle"/ DC Movies & Netflix
- Series "Fantasy Island S2"/Hulu & Fox
- Local Movie "Los Mecánicos 1 & 2"/ Caribbean Cinemas PR
- Series "Gina Yei"/Disney Plus
- Etc...

## **Abilities**

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- Event planning
- Good budget management skills
- Leadership and initiative
- Adapting to changes and problem solving
- Ability to work under pressure
- Knowledge and speaking fluency of English language
- Spanish as first language
- Knowledge of Microsoft Word, PowerPoint and Excel

## **References**

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- Available if needed.