

# HANNAH ANGLISS

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## PROFILE

Over the past eight years, I have proven myself to be a dependable colleague and leader in both administrative and management roles within the arts and creative industry. I am known for my positive, can-do attitude, my attention to detail and ability to expertly plan and tackle logistical challenges.

Over the past six years, I have put these, plus many more, skills to the test as a Personal Assistant for a well-known actor, managing his personal and professional life. I like to add value, and relish the opportunity to work within a team to meet their needs and this is why I am looking for my next challenge

## EDUCATION

East 15 Acting School

*BA (Hons), Acting and Community Theatre, 2:1 – 2011*

Riddlesdown Sixth Form

*A Levels (2) + AS Level (1) including Drama & Theatre Studies (Grade B) – 2005 – 2007*

Riddlesdown High School

*GCSEs (10) A\*-C – 2000 – 2005*

## SKILLS

- Personal and professional diary management
- Scheduling
- Travel and itinerary management
- Securing visas for international work
- Strong organisation, Leadership and management
- Navigating logistical challenges
- Communication
- Time management
- Stakeholder management
- Expenditure management
- Deadline management
- Script reading and documentation
- Microsoft programmes

## EMPLOYMENT HISTORY

### BALATRO LLP

August 2023 – November 2023

Executive Assistant to the Corden Family

I was the Executive Assistant to a High Profile family in the public eye facilitating their transition from the USA back to the UK. I provided support in meticulous diary management, liaising with household staff, production companies, agents, business managers etc on the day to day schedule and logistics surrounding their professional and personal lives.

### Main Responsibilities:

- Managing and supporting the day-to-day running of HNWI in the Entertainment Industry, his wife and family both professionally and personally within the many different business that they run.
- Meticulous and complex diary management, liaising with key stakeholders (agents, publicist, production teams, legal teams, contractors, interior designers and others) to make sure all entries are communicated and time efficient
- Extensive travel arrangements and complex itinerary management for business and personal travel.
- Liaise with IT and production teams for the start-up process of a Production Company and compile a detailed set up manual for software and apps used for sharing data across personnel and devices.
- Support production teams and travel agents with access and scheduling for all travel surrounding Podcast bookings and ensuring transport, accommodation and HMU arranged.
- Work alongside acting and literary agents in both the UK and LA as well as facilitate meetings with the Principals Production Company, Fulwell 73.
- Book, schedule and arrange UK and international transport and trips, including visa submissions, transfers, hotels and concierge
- Attend screenings, press junkets, professional and charitable events both in the UK and abroad – acting as the first point of contact
- Submission of well recorded credit card bills and undertaking reconciliation alongside Business Accountants
- Keeping an up-to-date database and record of scripts
- House management, including renovations, security, employing and paying service providers and scheduling contractors.
- Manage and Liaise with storage company facilitating the transportation and storage of their possessions being transported across countries for their relocation.

- Keeping a detailed log of their business meetings, social events and children's schedules and providing an overview of the Principals daily, weekly and monthly schedules for them to view.
- Ensuring both principals were prepared for all meetings and providing relevant material ahead of time.
- Liaising daily with the Executive Producer for all Podcast bookings ensuring every detail was meticulously planned and executed.
- Extensive budget management alongside Executive Producer for the Podcast.
- General personal assistant duties such as running errands, processing returns, purchasing gifts, liaising with family and friends and providing support wherever necessary.
- Ensuring all schedules including those for principals children were recorded and reconciling any diary clashes.

**Kit Harington Ltd  
Personal Assistant**

November 2017 – August 2023

I was the personal assistant for well-known actor Kit Harington. I provide support and advice, managed and maintained his diary, personal and professional schedule, along with travel and logistics surrounding the life of him and his family.

**Main Responsibilities:**

- Managing and supporting the day-to-day running of a busy actor and his family both professionally and personally
- Meticulous diary management, liaising with key stakeholders (agents, publicist, production teams, legal teams and others) to make sure all entries are communicated and time efficient
- Support production teams with access and scheduling, including directors, producers, costume and make-up departments
- Work alongside acting and literary agents in the both the UK and LA
- Book, schedule and arrange UK and international transport and trips, including visa submissions, transfers, hotels and concierge
- Attend screenings, press junkets, professional and charitable events both in the UK and abroad – acting as the first point of contact
- Diligent maintenance of budgets for high cost projects / submission of well recorded credit card bills and undertaking reconciliation alongside Business Accountants
- Keeping an up-to-date database and record of scripts
- Ensuring principal was provided with the correct material before all business meetings ahead of time
- House management, including renovations, security, employing and paying service providers and scheduling contractors
- General personal assistant duties such as running errands, processing returns, purchasing gifts, liaising with family and friends and providing support wherever necessary.

**Key Achievements (highlights only):**

Organised Mr Harington's wedding, liaising with stakeholders and guests, sending invitations, monitoring the guestlist, arranging security and scheduling the day

Supported the organisation and scheduling for Mr Harington's involvement in The Eternals press junket and premiere in the UK

Facilitated Mr Harington's involvement in a Mencap x Omaze partnership from scheduling to filming

**United Agents  
Office Manager**

May 2015 – November 2017

**Main Responsibilities:**

- Facilitating the day-to-day running of a world-renowned talent agency in the heart of London's Soho
- Managed Office Assistant, Office Runner and reception teams
- Hosted and entertained a range of clients (actors, directors, authors) when arriving at the offices
- Partner and contractor relationship engagement / management
- Holiday cover for all departments using a varied and diverse transferable skill set
- General office management, including IT support (Microsoft and Apple), expense management and reconciliation, event management, building services management
- Worked with all Heads of Departments and Managing Director on any issues that may arise
- Organised and scheduled the working diaries of all interns and runners
- Spearheaded the introduction of departmental events, providing support in the smooth organisation and budgeting of quarterly activity
- Recruited several members of staff

**Main Responsibilities:**

- Main switchboard management for Hachette UK and its managed publishers, including Hodder and Stoughton, Headline, Hachette Children, John Murray to name a few
- First point of contact for all visitors
- Client and visitor engagement on arrival at the premises
- Meeting room booking management, facilities management and finding solutions to general enquiries
- Managed the integration and relocation of Hachette UK Head Office, ensuring all reception staff were provided with a detailed manual on the future operations
- **I personally assisted the Brand Development Director with the research and development of the children's division re-brand**

**Nederlander Dominion Ltd** August 2011 – May 2014 (Full Time) / November 2014 – June 2015 (Fixed Term)  
**Front of House Supervisor / Stock Supervisor / Events Assistant**

**Main Responsibilities:**

- Daily supervision of floor teams across the theatre, supporting them to achieve results on every shift
- Champion of Health and Safety in the theatre
- Responsible for training and developing new members of the team
- Event management – as part of the events team – hosting and organising proceedings for businesses, schools and theatre production companies to use the space between scheduled showings of *We Will Rock You*
- VIP client hosting and entertainment when attending a show
- Cash management

**Age Exchange** July 2012 – May 2017  
**Freelance Workshop Facilitator / Assistant Director / Stage and Company Manager**

Working with senior members of the Age Exchange company to support and facilitate workshops and immerse the local community and retired performers into interactive and verbatim inspired theatre. Whilst here, I worked with local schools to provide a bridge between different generations and cultures through social and political differences and provided support to dementia sufferers to aide memory rehabilitation through storytelling and interactive theatre.

**Other Roles:**

Artist Liaison for McFly on 'Love is Easy' music video and Fan Meet & Greets (2012-2014)  
Front of House Assistant at Clifftown Studios (September 2010 – August 2011)  
PA to Property Manager at Countrywide Property Management (April 2008 – July 2008)  
Front of House Administrator at Theatre Royal Haymarket (June 2007 – April 2008)

**Hobbies**

**Producing:** Alongside my job I freelance as a production assistant on short films written and produced by other like-minded individuals

**Travelling:** Organising annual and monthly trips with my family taking my son to various different places in the UK and abroad to expand his environment

**Movies:** Managing a small film club every month with our family and friends where we choose, watch and then discuss our opinions and observations of the film

**Lego:** A new hobby where my partner and I build movie themed Lego sets for display. This is great for unwinding and helping to focus and follow instructions