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WEBSITE

<https://ekdfilmandedits.wixsite.com/website>

VIMEO

<https://vimeo.com/etheldiano>

SKILLS

- Adobe Premiere Pro
- DaVinci Resolve
- Adobe After Effects
- Canva & Procreate
- 2D Animation & Visual
- Photography & Lighting Knowledge
- Narration & Voiceover Editing
- Wix & Basic Web Design
- Social Media Awareness
- Creative Writing
- Strong Communication
- Technical Troubleshooting
- Attention to Detail
- Problem Solving
- Project Coordination
- Production Planning
- Flexibility & Adaptability
- Research

EDUCATION

September 2019- July 2022
Bachelor of Arts| Film Production
University for Creative Arts,
Farnham, Surrey

- BA First Class Graduate
- Dissertation in ["Enter The 'Little Dragon' Globalisation of Asian Martial Arts into Actions Films"]
- Coursework in [Film Editing, Assistant Directing, Cinematography, Lighting, Producing, Directing]
- Member of [Glass House] Event Planning in Student Union

September 2017- July 2019 A-Levels| Health & Social Care, Fine Art, Media Studies
Farnborough Sixth Form,
Farnborough, Rushmoor

- Distinction* - D

LANGUAGES

Tagalog, English: *First language*

ETHEL KAITLIN LABAO DIANO

SUMMARY

First-Class BA (Hons) Film Production graduate and a Freelance Video Editor with strong storytelling skills across narrative, documentary, short reels, and music video content. Experienced in organising footage, assembling edits, managing timelines, and supporting senior editors with selects, rough cuts, and revisions. Adaptable and collaborative, with a keen sense of pacing, structure, and visual rhythm. Passionate about authentic, well-crafted storytelling and ready to contribute creativity, technical ability, and reliability to a fast-paced post-production team.

EXPERIENCE

May 2023 - Current

Video Editor Freelance | Bracknell & Watford |

- Analysed all video content for quality control and editorial corrections.
- Established and maintained productive relationships with clients, understanding their needs and delivering projects that surpassed their expectations.
- Collaborated with creative team; dancer choreographers, videographer and director to ensure alignment between artistic vision and editing requirements.
- Reviewed scenes to determine pacing and continuity and trimmed shots to fit with the client's content.
- Collected data from camera media, transcoded video and audio files and managed file backup systems.
- Contributed to idea development and project management to ensure quality and timeliness of project completion.

September 2025 - November 2025

Production Assistant Bootcamp | JGA Group | Watford |

- Took on the role of Assistant Director for a music video, overseeing on-set operations and ensuring production stayed on schedule.
- Assisted in pre-production planning, coordinating shot lists, schedules, and communication between departments.
- Applied Production Assistant skills such as organisation, multitasking, and attention to detail to support smooth production workflow.
- Utilised storytelling and editing knowledge during pre-production to help craft a cohesive and engaging narrative.
- Demonstrated strong leadership, teamwork, and communication, guiding the crew and maintaining efficiency under time constraints.
- Mentored by two industry professionals, which enhanced my understanding of production workflows, set management, and professional standards.
- Built practical knowledge of industry practices, including budgeting, scheduling, and on-set etiquette.

May 2023 - July 2025

Assistant Retail | Royal Collection Trust | Windsor

- Assisting the store manager in the daily run of the retail shop, from replenishing, stocktaking, cash handling, opening and closing the shop.
- Liaised with customers to determine needs, provide recommendations and upsell services.

HOBBY AND INTERESTS

- Freelance Video Editor
- Creative Writing
- Dance Choreography
- Digital Art

- Collaborating with colleagues to achieve sales targets and act as a team player.
- Managing the shop during important investiture visits and maintaining a keen detail of presentation, assisting with deliveries and organising stocks into shelves.
- Communicating with other team members and updating them with stock counts throughout the day, to ensure an efficient delivery of service.

September 2019 - July 2022

Film Editor University for Creative Arts | Farnham, Surrey

- Collaborated closely with directors and producers to realise their vision through meticulous editing.
- Implemented narrative pacing adjustments based on feedback from test screenings and directorial input.
- Managed tight deadlines, delivering high-quality edits for feature films, documentaries, and short films.
- Adapted editing techniques to suit various genres, including drama, documentary, and music video.
- Synchronised audio tracks, sound effects, and music to enhance viewer engagement and emotional impact.
- Utilised advanced software, including Adobe Premiere Pro and Final Cut Pro, to craft compelling narratives.
- Collaborated with the creative team and the director to ensure alignment between artistic vision and editing requirements.

September 2019 - July 2022

First Assistant Director | University for Creative Arts | Farnham, Surrey

- Managed on-set logistics, securing locations and organising transport for cast and crew and tracked costs to keep production within financial targets.
- Supervised the assembly of daily call sheets, ensuring timely distribution to cast and crew. Coordinated daily shooting schedules, liaising with department heads to streamline production processes.
- Facilitated communication between director, cast, and crew to maintain a cohesive working environment. Resolved conflicts on set, mediating disputes to foster a positive working atmosphere.
- Oversaw the continuity of scenes, collaborating with the wardrobe, makeup, and props departments.
- Maintained meticulous records of shooting progress, reporting daily to producers on milestones achieved. Scheduled rehearsals, coordinating with actors and directors to refine performances.
- Implemented safety protocols, conducting risk assessments to safeguard all personnel on set.

RELEVANT EXPERIENCES

November 2021 | Student Union Glasshouse

Event Planner | University for Creative Arts | Farnham, Surrey

- Volunteered as part of the Student Union Glasshouse event team to plan “Dynasty,” a creative showcase founded by international students to celebrate the diverse backgrounds of students and staff at UCA.
- Supported with event scheduling, team coordination, and performer logistics, helping ensure a smooth and inclusive experience for everyone involved.
- Collaborated with a graphic designer to develop the event’s official logo and visual branding, making sure the designs reflected the cultural themes and purpose of the show.
- Used Microsoft Office to create promotional materials and planning documents, developing key admin and communication skills.
- Helped manage setup, backstage coordination, and safety checks, building experience in multitasking and real-time problem-solving.
- The event promoted cultural appreciation, creativity, and community values I was proud to support through organised planning and teamwork.