

# Natalia Hancock

Aspiring Film & TV Professional

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British & Polish nationality | Full French driving licence

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## PROFILE

Motivated and reliable Film and Theatre graduate with hands-on experience on professional film sets and within the entertainment industry. Known for strong organisation, communication, and adaptability in fast-paced environments. Seeking entry-level opportunities across Film and TV production, including on-set, production office, development, and assistant roles within London-based productions.

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## FILM & TV INDUSTRY EXPERIENCE

### Extra & Body Double – The Reunion

#### Make It Happen Studios | Sept–Nov 2021

- Worked on a professional film set, gaining first-hand exposure to on-set etiquette, crew hierarchy, and production workflows.
- Followed detailed direction, strict schedules, and supported continuity requirements.
- Observed collaboration between departments, gaining a better understanding of the demands of film production.

### Assistant

#### Money Management (Talent Agency), Soho | Aug 2024 & May 2025

- Managed professional email correspondence between talent, brands, and agents.
- Researched brand partnerships and supported coordination of collaborations.
- Handled PR drop-offs and pick-ups across Soho and Central London.
- Organised administrative and online filing systems.
- Observed agent–talent meetings, podcast editing sessions, and contract reviews, developing awareness of industry professionalism and confidentiality.

## ADDITIONAL RELEVANT EXPERIENCE

### Hostess

#### Prestige – Cannes Yachting Festival | Sept 2022

- Acted as primary point of contact between clients and yacht sellers at an international event.
- Managed multiple demands simultaneously in a high-pressure environment.
- Demonstrated professionalism, clear communication, and problem-solving skills.

### Waitress

#### Café des Arcades | May–June 2023, May–June 2024, May–June and September 2025

- Worked efficiently during peak service periods in a busy tourist location.
- Resolved customer issues calmly and independently.
- Developed resilience, teamwork, and the ability to think quickly under pressure.

### Assistant (Internship)

#### The Crew Academy | March 2019

- Processed applications and managed administrative tasks independently.
- Assisted with brochure creation and resource ordering.
- Gained experience working professionally in an office environment.

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## EDUCATION & CERTIFICATIONS

**University of Bristol** **2022-2025**

BA Film and Theatre

**Lycée International de Valbonne** **2019-2022**

French Baccalaureate with International Option (OIB) with Highest Honours

Specialisation: Cinema, Physics and Chemistry, Mathematics

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## KEY SKILLS

- On-Set Awareness & Etiquette
- Organisation & Time Management
- Communication & Teamwork
- Adaptability in Fast-Paced Environments
- Problem Solving & Initiative
- Customer Service & Professional Conduct

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## LANGUAGES

- English – Fluent
- French – Fluent
- Polish – Intermediate (B1)
- Spanish – Intermediate (B1)

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## ADDITIONAL INFORMATION

- Available for long hours, early starts, short-notice calls, and flexible production schedules
- Strong interest in production roles across Film & TV, including on-set and production support