

MARIA EMILIA CIANCAGLINI

Redhill, Surrey

Email: mecianca@gmail.com

Mobile: 07512 474071

Right to work: Settled Status (ILR)

PROFILE

Creative Professional with background in performance, photography and hospitality and Administrative Support in high-pressure environments. Highly organised, detail-oriented, reliable, adaptable and calm under pressure, with a solid understanding of set etiquette, casting and production workflows, performance needs, bilingual communication skills, management of multiple tasks, schedules and documentation. Seeking full time permanent roles in office or remotely.

EXPERIENCE

Actress | 2020- Present

Independent Photographer | 2017–2018

Receptionist | Nutfield Priory Hotel & Spa | 2025 – Present

Receptionist | High Range Holiday Complex | 2020 – 2025

EDUCATION & TRAINING

HNC Arts & Performance — UHI Inverness

Acting Training – Ivana Chubbuck LA Studio, City Academy, The Actors Gym

Private coaching – Christopher Holder (acting), Jasmine O'Donnell (American Accent)

BA Tourism, Hospitality & Business — UNLP

Photography - CFP 203

SKILLS

Planned, scheduled, coordinated and executed independent shoots, locations, and logistics as a photographer

Worked efficiently under tight deadlines

Managed documents, bookings, files, scripts

Multiple lead and supporting roles in short films and voice over

Understanding of timing, set hierarchy and long hours

Clear communication across departments, cast & crew

Problem-solving in fast-paced environments

Trusted with responsibility and confidential information

Bilingual communication

Strong work ethic & reliability

Flexible & adaptable

Helped events team & other departments in fast-paced environments

Developed strong collaboration, organisation and communication skills

Managed basic post-production workflows and file delivery

Microsoft Office & booking systems

Managed front desk logistics, bookings, reports

Handled enquiries and guest relations

Social media & online platforms