



Originally from Spain with dual Spanish–Australian nationality, I have over four years of international experience supporting production across video, photo, and film projects. Based in Paris, I have worked in multicultural environments, assisting with coordination, logistics, and on-set operations. My background in education and visual design has strengthened my organisational skills, communication, and attention to detail. I work well within a team, adapt easily to changing circumstances and approach my work with reliability and care.



## SKILLS & STRENGTHS

Video editing | Graphic design | Visual Story telling  
Production management | Team leadership | Networking abilities  
Multilingual | Intercultural collaboration  
Detail-oriented | Adaptable

## RELEVANT EXPERIENCE

### AKQA, WPP — Studio Concierge & Personal Assistant

August 2024 – February 2025

- Managed mail, deliveries, meeting room bookings, and coordination logistics to ensure smooth operations.
- Acted as primary point of contact for creatives, facilities, IT, and building management to foster efficient communication.
- Conceptualised and executed company events for 90+ attendees, enhancing team culture.
- Handled supply orders, catering, monitored expenses, and coordinated purchase approvals to maintain budget control.
- Proposed and implemented process improvements aligned with company values.
- Supported the Regional Manager with diary and email management, meeting preparation, travel arrangements, and financial tracking.

### Amazon MGM — Editorial Assistant (Feature Film)

February 2024 – July 2024

- Organised and uploaded dailies paperwork, including camera/sound reports, dailies reports, facing pages, and line scripts, to secure servers.
- Assisted with editing preparation, sourcing soundtracks and SFX, and uploading them into Avid.
- Supported various post-production operations, including LTO shipments, studio access, catering arrangements, driving, and weekly shopping.
- Provided support to the main editor by managing calendars, running errands, taking notes, and handling correspondence.
- Logged and reported all petty cash transactions.

**Hatrik House — Graphic Design Intern***February 2022 – August 2022*

- Designed visual content for social media, including Instagram posts, stories, and marketing materials.
- Created professional-grade branding materials and digital assets using Adobe Photoshop and Illustrator.
- Developed mood boards based on project briefs, ensuring alignment with design principles.
- Assisted with print materials, email templates, and newsletters; edited and optimised images for digital platforms.
- Managed digital asset libraries and stayed updated on design trends.

**Freelance — Production Assistant***February 2021 – Present*

- Coordinated day-to-day production operations for film, commercials, and photo shoots, ensuring smooth execution.
- Organised travel, accommodation, and transportation for cast and crew.
- Prepared call sheets, updated and distributed crew lists, daily progress reports, and script changes.
- Delegated tasks to assistant production coordinators and runners.
- Managed budget records and monitored expenditures to maintain financial control.
- Supervised on-set activities to ensure compliance with safety regulations and production requirements.
- Communicated effectively with directors, producers, and department heads.
- Supported pre-production and post-production tasks as required.

**CREATIVE EXPERIENCE****Professional Actor — Stage, Screen, and Commercials***January 2007 – Present*

- Professional actor with experience in stage, screen, and commercial productions.
- Strong understanding of production workflows, rehearsals and on-set protocols.
- Experienced in collaborating with directors, agents, and creative teams in fast-paced environments
- Strong verbal communication, presence, and audience engagement skills.
- Demonstrates adaptability, discipline, and effective communication under pressure.
- Proven ability to take direction and collaborate effectively with production teams.

**OTHER EXPERIENCE****Maroubra Junction Care Centre — Educational Leader***September 2018 – January 2024*

- Ensured professional standards in line with the Department of Education and Child Development (DECD), National Quality Standards, and New South Wales National Law.
- Developed, delivered, and evaluated educational programs for up to 150 primary school children in a safe and supportive environment.
- Led and trained a team of 25 educators, maintaining high standards of care, engagement, and professional development.
- Collaborated with the Educational Leader/Service Director to review practices, develop new programs, and implement goals from the Quality Improvement Plan and business plan.
- Managed and coordinated excursions and in-house activities, ensuring smooth operations and safety.
- Designed the holiday program and prepared supporting materials, including run sheets and instructional resources.
- Liaised with families, teachers, and external services to ensure children's needs were met and maintain strong partnerships.

**Bourke Street Public School / Maroubra Junction Public School** — School Learning Support Officer (SLSO)  
June 2020 – January 2024

- Assisted classroom teachers to support students with disabilities and additional learning and behavioural needs, ensuring inclusive education practices
- Provided one-on-one and small group support to students, adapting learning materials and approaches to meet individual goals
- Contributed to the development and implementation of personalised learning plans
- Collaborated with families, health professionals and other support staff to ensure a holistic and consistent approach to student development
- Promoted student wellbeing and participation by creating a safe, respectful, and engaging learning environment

## EDUCATION

**Diploma of Graphic design & Illustration 2020 – 2022**  
TAFE Enmore, Australia

**TESOL Certificate 2016 – 2017**  
Trinity College London, Spain

**Diploma of Marketing 2014 – 2015**  
Envirotech Institute of Education, Australia

**Bachelor Performing Arts 2008 – 2011**  
Coco Comin, Spain

## REFERENCES

**KAROLINA KACZYNsKA**

**Social Media Manager and Fashion photographer**  
@matteau  
hello@karolinakaczynska.com

**JOEL NEGRON**

**Editor, Amazon MGM Studios**  
joeln86@hotmail.com

**JANELLE BELTOWLSKI**

**Director, Maroubra Junction Care Centre**  
+61 (0)4 01 635 442  
mjcarecentre@bigpond.com

**NICKIE KARAS**

**Assistant Principal, Maroubra Junction Public School**  
+61 (0)4 14 658 652  
nickie.karas@det.nsw.edu.au