

# AMINAH HUGHES

Assistant to Studio/Production/Talent

E: sheherself@aminah.com.au Ph: (310) 929-5315 Los Angeles (Australian Green Card holder - no sponsorship required)

Assistant with experience in the film, television and music industries, as well as legal, education and government. I have a BA (English) with a film major and creative writing minor, have written screenplays, directed and produced audiobook titles for US and German publishers and worked in film and TV across pre-production, production and post-production. A flexible team player who is able to take initiative, work independently and deliver projects to a deadline. A well-travelled Australian with a passion for the arts. Hard working professional who loves a good laugh. Working with the Department of Justice and State and Federal Police has given me a keen eye for detail.

## WORKING KNOWLEDGE OF THE FILM & TELEVISION INDUSTRY

Several years' experience understanding the demands and requirements of production, from inception to premiere, as a writer, director, 1<sup>st</sup> AD and editor.

For details, view my Production Resume at: <https://www.aminah.com.au/Aminah-Hughes-Resume-Crew.pdf>

## OTHER WORK EXPERIENCE

### Director/Producer/Audio Engineer

A range of audiobook and newscast projects for US & German publishers, including Apple News, HarperCollins and Scholastic Inc.

Sept 2021-current  
Audiivita, New Mexico  
Deyan Audio, Los Angeles

### International Correspondent/Arts Journalist

*Around the Sound Magazine*

Aug 2020 – Aug 2021  
Aust

Liaison with local and international artists, managers, and arts practitioners in music, film and comedy; Conducting phone and video interviews; Writing articles, interviews and reviews for publication; Recording & editing voice overs for events promotion

### Executive Producer/Video Editor/Audio Post/Presenter

*The Lounge with Aminah Hughes* (vodcast),

Nov 2020 - current  
Australia / Los Angeles

Conducting interviews with creatives in film, music and comedy.

Published in *Around the Sound Magazine* and on iHeartRadio, YouTube, Apple Podcasts, Spotify, Deezer, Twitch, Periscope, Facebook & Castbox

### Administrative Temp

*Julia Ross; Chandler Macleod; Integrity Staffing*

1997 - 2020  
Australia

Employed in temp positions in administration, secretarial and reception roles.

Highlights:

**Executive Officer**, Department of Environment and Conservation;

**Administrative Research Assistant**, Department of Justice: Crime Prevention Unit;

**Editor, Parliamentary Report**, WA Ombudsman;

**Investigations Assistant**, Australian Securities and Investments Commission;

**Administrative Officer**, Education Department of Western Australia

**Acting Registrar**, Office of the Appeals Convenor; and

**Administrative Assistant**, Department of Fire and Emergency Services.

## SKILLS

Screenwriting ~ Script Coverage ~ Video editing ~ Audio Editing & Compositing ~ Camera Operation ~ Directing & Producing ~ Client, Stakeholder and Artist Liaison ~ Working with Actors ~ Time Management ~ Attention to Detail ~ Excellent Verbal & Written Communication ~ Handling Heavy Call Volume ~ MS Office Proficiency ~ Database Management ~ Diary Management ~ Data Entry ~ Website CMS & Newsletter Creation ~ Designing Promotional Materials ~ Public Speaking & Workshop Facilitation ~ Writing Copy ~ Editing & Proofreading ~ Workshop Facilitation ~ Communicating with crew from EP's to PA's and everyone in between.

## EDUCATION

### BA (English)

Curtin University of Technology, Western Australia, 1999-2001. *Major: Film Directing; Minor: Creative Writing.*

## ORGANIZATIONS

Australian Directors' Guild ~ Phonographic Performance Company of Australia ~ Australasian Performing Right Association ~ Women in Film & TV ~ Australians in Film LA ~ Golden Key International Honor Society