

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

Administrative Assistant with experience in Legal, Education, Government and the Entertainment Industry. A flexible team player who is able to take initiative, work independently and deliver projects to a deadline. A well-travelled, 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.

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

Administrative Officer, Workforce Policy & Coordination

Education Department of Western Australia

*Mar '19 –Apr '20
Perth, WA*

Coordinated and managed administrative support for teacher promotion assessment process
Conducted research and dispute investigations
Stakeholder liaison and correspondence
Records keeping for projects, initiatives, committees and activities
Drafted Standard Operating Procedures

Administrative Temp

Julia Ross; Chandler Macleod; Integrity Staffing

*1997 - 2019
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;

Acting Registrar, Office of the Appeals Convenor; and

Administrative Assistant, Department of Fire and Emergency Services.

SKILLS

Client & Stakeholder Liaison ~ Time Management ~ 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 ~ Photo & Video Editing

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

CO CURRICULAR ACTIVITIES

Music, Writing, Film, Photography, Reading, Travel, Beach