

# AMINAH HUGHES

## Legal Administrative Assistant

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. Experience with editing Parliamentary Reports, writing witness statements, typing legal interviews and research. A flexible team player who is able to take initiative, work independently and deliver projects to a deadline. A well-travelled, hard-working professional with a passion for arts, language and culture. 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*  
*Audivita, 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 ~ Bookkeeping ~ Database Management ~ Diary Management ~ Data Entry ~ Website CMS & Newsletter Creation ~ 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