

AMINA CHAFAI

D.O.B: 18/02/1989

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SUMMARY

Committed and motivated Production Assistant with over a years experience looking to develop my skills within a creative company.

EXPERIENCE

CITY SCREEN PICTUREHOUSES

Front of House Staff

09/2008

- Serving customers tickets/refreshments
- Keeping front of house clean
- Ushering
- Helping customers to their seats
- Keeping a watchful eye on screens
- Cashing up Long hours Shift work
- Taking incoming phone calls.

IMPERIAL CASTING AGENCY

Casting Assistant Trainee

01/2015 to 03/2015

- Assisting with casting auditions of new clients.
- Promoting actors via Spotlight.
- Office admin such as answering phones and emails.
- Actor case studies.

TALKINGLENS PRODUCTIONS

Production Assistant

05/2013 to 07/2014

- First point of contact for all clients and new scripts
- Diary Management for CEO including booking meetings
- Dealing with UK/US Casting Agencies & dealing with confidential contracts
- Organising travel arrangements
- Updating Social media sites including IMDB
- Office admin including budgets, emails and post and answering phone enquiries.
- Working long hours is necessary to meet the needs of international time zones.
- Multi-tasking on a range of different projects; includes script reading and reports, script breakdowns, crewing and researching across a wide range of subjects.

PROFESSIONAL CREDITS

- **September 2015- Spider (short) Script Supervisor- Rossi Pictures**
- **July 2015 - Chavs (Short) - Script Supervisor- Rossi Pictures**
- **Jan 2015-United World (Short) - Script Supervisor -Rossi Pictures**
- **June 2014- The Returns (Short) - Stills Photographer - TalkingLens Productions**
- **May 2014- Kickback (Feature)- Casting/Production Assistant - TalkingLens Productions**
- **April 2013- Reflections (Advert) -Production Assistant- Reflections Talent**

EDUCATION

DIPOLMA : SOCIAL MEDIA MARKETING

2016

Shaw Academy

Learnt how to create a positive image of your business through digital platforms and analyse data.

BACHELOR OF ARTS: TV & FILM PRODUCTION WITH FILM STUDIES

2010

York St John University

GCSE'S & A LEVELS

2007

Northallerton College

- A Level Business Studies & Media Studies - CC
- GCSE's - 5 C Grade, 1 B Grade- Includes Maths and English