

# AMINAH ALHAMDU

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Digital Media Production B.Sc (Hons) graduate with 1st Class Honours; winner of the Digital Media Production Prize at Oxford Brookes University. A driven, decisive and creative individual with strong communication skills and a diverse technical skill set in the realm of media production. Possessing a diverse track record across the creative industries, seeking entry level roles within the film and television industry.

## EDUCATION

**Oxford Brookes University** **September 2020 – June 2023**  
*Digital Media Production B.Sc (Hons), 1st* Oxford, UK

- Received the Digital Media Production Prize for the best overall project in a media programme.
- Explored the development, production and promotion of different media formats in the digital age.
- Worked on a range of projects, short films and corporate videos for external clients to develop a working knowledge of industry standard software, including: Avid, DaVinci Resolve, Adobe CC and Maya.
- Member of the Film Society and ACS.

## EXPERIENCE

**Education First** **June 2022 – September 2022 / June 2023 – August 2023**  
*Resident Advisor* Tarrytown, NY / Santa Barbara, CA

- Performed administrative tasks such as printing, filing and taking inventory in order to keep the office stocked and organised.
- Exercised discretion and attention to detail when reviewing sensitive documents in order to register incoming cohorts of exclusively international students and follow covid-19 protocol.
- Responded to queries when covering the reception desk and office phone. Overcame language barriers in order to effectively communicate with students who spoke limited English, improving interpersonal skills.
- Budgeted, planned and led excursions and events, retaining a high level of engagement from students.
- Exercised care and compassion when performing welfare checks on students who were ill or homesick and acted in pressurised situations such as accompanying students to the ER in emergencies and successfully mediating conflicts.

**Santa Barbara Summer Solstice Celebration** **June 2023**  
*Administrative Assistant* Santa Barbara, CA

- Assisted executive staff leading up to and during a 3-day event, attended by over 100,000 people.
- Answered calls and responded to queries from customers, sponsors and vendors. Liaised with press, including photographers, media teams and news outlets in order to file paperwork and issue press passes.
- Maintained spreadsheets and databases with sales information, merchandise inventory and contact lists.
- Built relationships with local businesses to distribute promotional materials on a wider scale. Arranged and sold official merchandise, engaging with customers to drive up sales and exceed targets by selling out.

**Milton Keynes Arts Centre** **July 2021 – September 2021**  
*Events Assistant* Milton Keynes, UK

- Assisted with the set-up and execution of arts and artisan craft classes, children's summer camp sessions and private events including weddings. Arranged booths and acted as a spokesperson at external events.
- Independently manned the centre's cafe; responsible for restocking, cash handling, opening and closing.
- Maintained a high standard of customer service when welcoming guests and providing information about the centre and exhibition space. Acted with discretion when taking information in accordance with test and trace protocols.

**MAKE (Milton Keynes Arts and Heritage Alliance)** **May 2021 – June 2021**  
*Artist* Milton Keynes, UK

- Created original arts and craft resources for public use.
- Produced video work for a collection of accessible art tutorials.

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## VOLUNTEERING

### Young Women's Music Project

November 2021

#### Illustrator

Oxford, UK

- Produced illustrations for the annual calendar of a charity organisation that offers free musical education to women.
- Assisted with digital screen printing via Risograph and worked on a deadline to assemble calendars.

### African-Caribbean Arts & Heritage Union

June 2019 – August 2021

#### Creative Coordinator

Milton Keynes, UK

- Assisted the creative director in recruiting and coordinating volunteers, dancers and models at cultural events.
- Created promotional materials and produced media work on short notice, fulfilling a brief on a tight deadline.

## SKILLS

### Soft Skills

Interpersonal Skills • Teamwork • Administrative Skills • Verbal and Written Communication  
Multitasking • Critical Thinking • Problem-Solving • Creativity and Innovation • MS Office

### Media Production

Photography • Videography • Motion Graphics • VFX • 3D Modelling  
Avid Media Composer • DaVinci Resolve • Adobe Creative Cloud • Autodesk Maya

### Design and Digital

Media Testing • Data Analysis • Web Analytics • SEO • B2C Marketing • Branding  
Social Media • Storytelling • Copywriting • Content Creation  
Visual Communication • Illustration • Graphic Design

## CERTIFICATES

### The Parks Trust

Event Steward Training Certificate

### ACAHE

Events Management Certificate

## LANGUAGES

English - Native/Fluent

Spanish - Conversational