

AMINA HASSAM
PRODUCTION ASSISTANT

hassamamina@hotmail.com / 07946 382 301

Callbox Diary Service 01932 502 050 / callbox@callboxdiary.org.uk

Member of BAFTA Connect Programme

I am an ambitious Production Assistant in the Broadcast TV industry looking to make the transition to Advertising by harnessing my transferable skills. I have built the start of my career working across a variety of production roles including Receptionist, PA, Creative Researcher, Casting and Development. Latterly I have been promoted to Assistant Producer in broadcast TV. At all points of my career, I have invested in my own training, I am proficient in Microsoft Word, Excel, Adobe Premiere Pro editing and PowerPoint. I am experienced in setting up shoots, both in the UK and abroad, fact-checking, sourcing archives and writing up new ideas. I will be undertaking the APA's weeklong Fastrack Producers Masterclass in Feb 2023.

Corporate Video

Production Assistant – Training Video for Freemasons Inventing the Future. Assisted the Line Producer and arranged catering. drafted contracts and liaised with artists and crew.

Casting Researcher – Corporate Video for SBID

Conducted interviews with suppliers and designers across 2 days shoot. Assisted with major award ceremony

Junior Production Assistant – Carnevale Productions CASS Business School - Video Diaries

Cast students from the business school to participate in videos about their time at the institution.

TV Commercials

Casting Researcher – Hannah Simons Casting – Vodafone, TV AD

Found non-acting contributors for Dutch television and on-line campaign

Casting Researcher – Re:Production – Barker and Stonehouse, TV AD

Found and cast contributors from various artistic backgrounds for furniture ad campaign

Development Researcher - Breakthrough Media - Ad Agency

Developed ideas and wrote treatments for short form films for charitable and NGO websites

Temp Administrative Experience

PA – BBC Arts – worked for the head of Arts -Jonty Claypole

Production Team Assistant – worked for five heads of BBC Drama

Reception – Oxford Films, Betty Productions, New Moon Films, Wonderman, Digital Steel Design, Ogilvy and Mather, Publisis, The Works Film company and Manor Productions.

Short Films

Producer – January Gone and PMS: Premenstrual Superhearing for Berlin Flash Film

Produced two short films with members of BAFTA Crew, January Gone about the first Covid lockdown (5 mins) and a 60 second comedy Microshort about a woman who develops supernatural hearing during her period.

Co-Producer – Darkest Before Dawn short film for Sundance International Film Festival

Magical realism, dystopian drama short, managed a team of eight BAFTA Crew members.

Casting Director – Pas De Deux short film for Sundance International Film Festival

Cast two leading ladies for this dance/physical theatre short love story with BAFTA Crew members.

Casting Director – Earwigging short Film for Depict Film Festival – BAFTA Crew

Cast two actors for voice over in this short, intriguing film about a nosey neighbour.

Associate Producer – I Knew You Wouldn't Forget for Depict Film Festival – BAFTA Crew

Assisted across the production bringing research ideas, casting, and logistics.

Darling Girl - Casting Director and Script Supervisor - Cast student actors for a debut director and assisted with script narrative for coming-of-age drama.

Assistant Producer and Researcher credits for Broadcast Television

A Key to a Fortune – Crackit Productions/C4 Features Series

Make Me Prime Minister - Two Four/C4 Factual Entertainment series

The World's Most Secret Hotels - Windfall Films/C4 Factual Series

Great British Railway Journeys – Naked/BBC Factual Series

The World's Most Secret Hotels - Windfall Films/C4 Factual Series

BBC Studios London Events Team, Documentary Series

Development Cardiff Productions – Yesterday Channel for UKTV

Combat Ships 3 - Woodcut Media / Smithsonian Channel, Specialist Factual

Dispatches - Brite Spark Films/Channel 4, Documentary series

X-Ray – BBC Studios Productions – Welsh Consumer series

What's it Like to Catch Coronavirus? – Brite Spark Films/C4 Doc

Inside Iceland: Britain's Budget Supermarket- Ricochet/C5

Rip Off Britain Holidays - BBC Studios

Britain's National Treasures – Denhams/ITV1

A Matter of Life and Debt - Curve Media/BBC

Live Well for Longer - Love West/C4

Antiques Roadshow - BBC 40th Anniversary Series Book

For all the above credits I researched stories, wrote briefs for Directors found contributors, worked with talent and experts, set-up shoots in both the UK and abroad, cleared archive, found locations.

Transferable Skills

Strong interpersonal skills

PowerPoint, Word, Excel, Outlook

Basic Silvermouse

Contributor Release forms

Adobe Premiere Pro

Archive and Copyright clearance

Casting Administration

Managing Diaries /scheduling

Education

National Film and Television School – Jan to Dec 2016 Diploma in Factual Development and Production.

Royal Conservatoire of Scotland – 1993-1996 BA Dramatic Studies.

References available on request.

Companies may keep my CV on file in accordance with GDPR rules.