

Shaneika N. Mason

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A dynamic professional with a unique blend of experience in logistics, production, and fashion coordination. Highly skilled in communication, organization, and team collaboration, with a proven track record of optimizing processes and delivering under tight deadlines. Dedicated to contributing innovative solutions while leveraging my diverse background and attention to detail to excel in fast-paced roles.

SKILLS

Critical Thinking - Detail Oriented - Exceptional Communicator - Business Development

EDUCATION

University of Virginia *Bachelors in Anthropology & History*

Dinwiddie High School *Advanced Diploma*

AWARDS

United States Army *Meritorious Service Medal during Operation Inherent Resolve*

COMMUNITY INVOLVEMENT

Art Hearts Fashion NYFW *Back of House Assistant*

Art Hearts Fashion NYFW *Director's Assistant*

Richmond Jazz and Music Festival *Director's Assistant*

PROFESSIONAL EXPERIENCE

'P Valley' Season 3 *Costumes Assistant*

August 2024 - December 2025

- Efficiently managed department communications by organizing email correspondence and calendar updates, ensuring smooth coordination of daily operations.
- Executed time-sensitive errands and deliveries, meeting strict production deadlines with 100% accuracy.
- Streamlined production workflows by preparing and distributing updated call sheets, schedules, and scripts.
- Negotiated with vendors and managed costume-related transactions to ensure timely procurement and returns.

SPANG TV *Design Assistant*

August 2024

- Responsible for engaging with talent respectfully and professionally during fittings for the shoot.
- Updated the designer with goals for the day while organizing and preparing merchandise.
- Retrieved unused items and properly packaged them for respective shipping facilities..
- Photographed costume assignment details with notes on behalf of the designer's agency.
- Logged return estimate details in addition to budget updates for the designer's record.
- Performed duties on set to include creative costume changes on behalf of the agency's client.

‘Atlantis’ *Lead Costumes Assistant*

March 2024 - August 2024

- Printed daily call sheets and updated production documents upon request.
- Guided fellow assistants on best practices and courtesies to ensure optimal success.
- Acted as the subject-matter-expert on all memorandums and store pulls.
- Assessed costume needs to promptly and safely transport items as needed.
- Provided cobblers, tailors, and dayplayers with essential information to perform their duties.

Richmond Fashion Week *Back of House Fashion Coordinator*

October 2021 - May 2024

- Led talent and designer portfolio management, successfully casting participants for high-profile fashion shows and events.
- Fostered seamless event preparation through meticulous organization of model calls and fittings.
- Enhanced operational efficiency by developing comprehensive Excel tracking sheets, enabling quick retrieval and updates.
- Coordinated with other teams to incorporate best practices and ideal schedules for events.

‘Swagger’ Season 2 *Costume Production Assistant*

July 2022 - January 2023

- Spearheaded improvements in inventory management, resulting in the efficient tracking and return of unused merchandise valued at over \$700,000 for AppleTV..
- Acted as a liaison between the department, stores, and designers.
- Safely and efficiently assisted in setting up taking down clothing racks on large background cast days.
- Ensured closets were meticulously organized to facilitate effortless wardrobe changes, asset retrieval, and tracking in accordance with filming schedule.

Fusion Logistics *Business Development Specialist*

March 2021 - January 2022

- Analyzed logistical platforms, roadmaps, and Tableau to recognize market trends necessary to growing accounts.
- Managed quantitative data unique to customers in order to improve their spending year over year.
- Researched accounts that helped improve the company’s footprint.
- Recorded qualitative data about leads to optimize customer success and lead integration.

Bluegrace Logistics *Associate Sales Representative*

August 2019 - April 2020

- Managed development of shipping products offered and tools to competitively serve our customers’ needs.
- Researched supply chain news trends to stay current.
- Recorded detailed information about leads to optimize customer success and lead integration.
- Met with account managers to determine shortcomings in our portfolio.

Canton Companies *Leasing Agent*

July 2018 - August 2019

- Greeted each resident and customer with a pleasant, friendly attitude.
- Organized the office to be aesthetically satisfactory and stocked with refreshments and supplies.
- Answered incoming calls and provided up-to-date information on listings in a timely fashion.
- Communicated promotions and special offerings via email and phone.
- Acted as a liaison for the Marketing Associates by preparing candidates for screening.

United States Army *Transportation Management Coordinator*

August 2014 - August 2022 **deployed June 2017 to May 2018**

- Delivered strategic logistical solutions for mission-critical transportation under challenging road conditions in Syria, Kuwait, and Iraq.
- Directed high-level briefings on transportation data, ensuring accuracy and clarity for senior military personnel.
- Oversaw and safeguarded mission updates and confidential information, contributing to operational success and safety.

Pacific Sunwear *Retail Associate*

August 2013 - August 2014

- Inventoried merchandise regularly in accordance with seasonal trends.
- Creatively assisted with store displays for holidays and special promotions.
- Answered phone calls and PR inquiries.
- Ensured the store appeared tidy and clean at all times.
- Styled customers based on their unique preferences and appearance.
- Handled monetary transactions regularly and reported cash and card earning amounts.
- Greeted all customers and fostered a positive customer service experience.

**** References available upon request ****