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## Shaneika Mason

Adaptable in Fast-paced Environments

Detail Oriented

Exceptional Written and Verbal Communication

Interpersonal

Software Proficient

Self-Motivated

### EDUCATION

**University of Virginia** – *Bachelors in Anthropology & History*

**Dinwiddie High School** – *Advanced Diploma*

### AWARDS

**United States Army** – *Meritorious Service Medal*

### PROFESSIONAL EXPERIENCE

**Richmond Fashion Week** – *Fashion Coordinator*

October 2021 - PRESENT

- Coordinated communication by managing and corresponding pertinent contact information for models, designers, guardians, and team members.
- Facilitated effective collaboration and cross-functional dynamics with team members to plan model calls, designer fittings, and fashion shows.
- Implemented detailed excel sheets that optimized efficiency in information retrieval for timely updates and seamless changes as necessary.

**Entertainment Partners** – *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 and taking down background closets on large set days
- Ensured closets were meticulously organized to facilitate smooth wardrobe changes, asset retrieval, and seamless tracking throughout production schedule needs.

**Bluegrace Logistics** – *Business Development Specialist*

August 2019 - April 2020

- Analyzed logistical platforms, roadmaps, and Tableau to recognize market trends necessary to growing accounts
- Managed development of shipping products offered and tools to better serve our customers' needs and rule out competitors

**United States Army** – *Transportation Management Coordinator*

August 2014 - August 2022

- Discovered strategic planning solutions for scheduling transportation with constrained resources and sparse road conditions
- Presented critical transportation updates to high-ranking military personnel