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Richmond, Virginia

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Shaneika N. Mason

Critical Thinker	Detail Oriented	Exceptional Written and Verbal Communication
Goal Driven	Interpersonal	Self-Motivated

EDUCATION

University of Virginia – *Bachelors in Anthropology & History*

Dinwiddie High School – *Advanced Diploma*

AWARDS

United States Army – *Meritorious Service Medal*

PROFESSIONAL EXPERIENCE

Boardwalk Films – *Lead Costume Production Assistant*

March 2024 – August 2024

- Managed the department's email daily to ensure timely communication.
- Printed updated schedules, scripts, and memorandums to deliver to designers.
- Interfaced with various brands and stores on behalf of the Costume Designers.
- Uploaded files to shared software for the department to the Google drive, dropbox, and cashet.
- Created documents helpful to team correspondence and order requests.
- Recorded asset amounts, descriptions, and origins for up-to-date inventory logs.
- Unboxed merchandise carefully and placed in designated areas by item type.
- Processed and packed online and in-store returns.
- Drove clothing and accompanying supplies to and from set locations.
- Completed ALL department errands urgently and safely for the coordinator and designer.
- Escorted actors to their assigned fitting areas.
- Photographed asset clothing, memo orders, and damaged vintage clothing for successful upload.

Richmond Fashion Week – *Fashion Coordinator*

October 2021 – May 2024

- 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.

Entertainment Partners – *Costume Production Assistant*

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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.

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.
- Researched supply chain news and trends to update resources for customers.
- Recorded detailed information about leads to optimize customer success and lead integration.

United States Army – *Transportation Management Coordinator*

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

- Discovered strategic planning solutions for scheduling transportation with constrained resources and sparse road conditions for Syria, Kuwait and Iraq.
- Presented critical transportation updates to high-ranking military personnel.
- Oversaw critical mission updates and confidential details routinely.
- Consistently inspected and documented government property functionality and use.
- Briefed high-ranking personnel of transportation data and equipment tracking
- Communicated professionally and appropriately with commanding officers internationally.

Pacific Sunwear – *Retail Associate*

August 2013 - August 2014

- Unpacked all new merchandise and replaced old merchandise in-store.
- Assisted with store displays for holidays and special promotions.
- Answered phone calls and PR inquiries.
- Folded and hung clothing to meet store standards.
- Styled customers based on their unique preferences.
- Upsold to customers at check out to improve average items per transaction.
- Counted bank bag for opening shift and closing shift.
- Greeted all customers and fostered a positive customer service experience.