

# Ronique R. Shaw

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*6 + years experience in many capacities of the Entertainment Industry including logistic coordinating and planning, social media engagement and talent communications.*

## INDUSTRY EXPERIENCE

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### **Production Coordinator – NOHO Season1**

August 2017 ~ September 2017

*Bunim Murray Productions*

- Created and completed POs
- Managed the Production Assistants
- Searched and secured filming locations
- Assisted Production Supervisor with on set management

### **Production Assistant – Challenge Season 30**

June 2017 ~ June 2017

*Bunim Murray Productions*

- Transportation of Cast

### **Associate Producer & 2<sup>nd</sup> AD – Canal Street (Chicago, IL)**

April 2017 ~ March 2017

*Faith Wercs / Red Guerilla Productions LLC*

- Operated within the Assistant Director Team – creating call sheets and communicating daily with talent and crew
- Logistics during the marketing phase

### **Associate Producer – Restored Me (Los Angeles, CA)**

January 2016 ~ July 2016

*Faith Wercs / Red Guerilla Productions LLC*

- Tour Coordinator for theatrical released of *Restored Me*
- Logistics during marketing phase

### **Social Media Event Internship (Los Angeles, CA)**

January 2016 ~ May 2016

*The Amplify Collective LLC*

- Listen and Respond to The Amplify Collective Twitter Handle
- Assisted in marketing International Women's Day Event via Twitter and Facebook

### **Student Event Assistant (Northridge, CA)**

June 2014 ~ January 2016

- Provided critical thinking and Solution orientated results.
- Coordinated with the business services department to facilitate execution and payment of all the vendors contracted.
- Planned and coordinated 9 consecutive events on a college campus over the course of 3 months
- Planned, coordinated and executed a Grand Opening Event for a new building on my college campus during the 2015 – 2016 academic school year
- Planned, coordinated materials and Executed 5 events on a college campus during the 2014 – 2015 academic school year

### **Nike, Inc. (Chicago, IL & Los Angeles, CA)**

July 2012 ~ August 2017

*Marketing Athlete*

- Nike Community Ambassador
- DOR (Duties of Responsibility): Social Media Team and Volunteer Coordinating

*Digital Athlete*

- DOR (Duties of Responsibility): Digital Support Team
- Weekly Digital Emails informing store of digital updates
- Trouble shooting digital accessories and product in the store

## SKILLS

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- Microsoft Office Suite (Word, Excel, PowerPoint) and Prezi
- 1 ½ study of American Sign Language

## EDUCATION

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### **Full Sail University (Winter Park, FL)**

August 2017

*Master of Science in Entertainment Business*

### **California State University Northridge (Northridge, CA)**

May 2016

*Bachelor of Science in Recreation Tourism Hospitality Management*