

SHANIECE SIMONE WALTERS

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Dear Hiring Manager,

Growing up in environments where vulnerability wasn't always encouraged and stability was often out of reach, I found solace in the arts. Immersing myself in storytelling and creative communities helped me discover my voice and sparked a passion for project development, creative ideation, and developing inclusive initiatives. Over time, I've continued to refine my skills in shaping project formats, blending qualitative insights with quantitative strategies, and providing dependable administrative support. With an adaptable mindset and a growing understanding of the evolving media landscape, I aim to help manage fast-paced priorities, build strong and engaging relationships with clients, and support workflow efficiency across multiple teams.

Working behind the scenes has shown me how consequential it is to align creative concepts with resourceful logistics to support and maintain a smooth production process. I've developed a strong foundation in identifying individual and project needs to plan and schedule resources, and distribute tasks with intention and efficiency. During my experience with the Urban Action Showcase, which is an annual film festival, I operated as the key liaison for the Production Coordinator, where I was responsible for examining location layouts and event resources to host panels, screenings, and workshops. I helped manage vendor setup, coordinated panel schedules, and ensured seamless transitions between film blocks. I also supported hospitality for talent and nominees, guiding them through arrival logistics and venue navigation while maintaining a high level of professionalism. When event plans shifted with the red carpet and press interviews, I quickly reassigned available resources on-site to ensure a smooth experience. Additionally, I outsourced talent and clients for participation in workshops and panels, strategically assigning roles based on the event's thematic focus and audience engagement goals. My production experience with Harbor Picture Company is where I learned how to be attentive and anticipate client's needs by addressing all inquiries related to the studio operations, overseeing file management, tracking daily activities, preparing all packages and confidential deliverables. Because of my ability to be adaptable and responsive, I had the opportunity to sit in on producer-led viewing sessions where I took detailed notes on editing, color grading, and sound mixing to identify technical issues to ensure quality and consistency in final deliverables.

To expand on my management skills, I recently completed a fellowship program through Women in Animation, where I was guided by production professionals from DreamWorks. This experience helped me grow as a communicator and collaborator, while giving me hands-on insight into production management and department coordination. I gained experience in understanding the production pipeline, managing mock calendars, and identifying what needed to be prioritized for sequences on the film Kung Fu Panda. That experience sharpened my ability to track shifting priorities, manage multiple artist's workflows at once, and navigating platforms like Slack, and ShotGrid Teams, where I could keep conversations separated by project or team, and pin important information. My work and volunteer experiences have also deepened my appreciation for collaboration and storytelling. I've seen how essential accessible programming and inclusive creative spaces are for uplifting individuals, challenging stereotypes, and fostering continuous growth and mindful learning. Most recently, through my work at Sanctuary for Families, I've strengthened my time-management skills by coordinating workshops, tailoring support plans for survivors, and facilitating activities for both children and adults. Managing these responsibilities required aligning multiple schedules and resources while remaining flexible to unexpected changes. These experiences reinforced my ability to keep calendars organized, prioritize effectively, and ensure that everyone I support has what they need to stay on track.

I'm currently based in New York and exploring opportunities to gain more hands-on experience in client and project management, while learning the business from all angles. Thank you for taking the time to read through my resume and cover letter. I'm looking forward to discussing my experiences further and learning more about the position.

Best Regards,

Shaniece Simone Walters