

Shaniece Simone Walters

PRODUCTION MANAGEMENT | DEVELOPMENT COORDINATOR

Location: Brooklyn, NY

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WORK EXPERIENCE

Children's Media Association | NOV. 2025 - PRESENT

Marketing Coordinator, Part-Time

- Partner with the NY Chapter Director of Marketing and Communications to execute social media campaigns and marketing initiatives that promote New York-based events, educational programming, membership growth, and secures sponsorship opportunities, that will continue to shape the future of children's television and media.
- Lead content development and collaboration of partnership with The EMMYS during Q1 campaign launch. Included consulting on the campaign's post cadence strategy, creative content execution, community management, and more.
- Support the digital production workflow, including managing briefs, asset trafficking, copy support, versioning, QC, approvals, and final delivery.

Liminal (Quilt) | MAY 2021 - APRIL 2022

Strategic Partnerships & Engagement Specialist

- Developed and implemented effective digital outreach strategies to cultivate and manage relationships with local organizations and community partners, providing a secure and beneficial space for audience interaction on a new platform. Notable Quilt guests have included Brittany Snow, Grace Harry, Questlove, Tallulah Willis, Sophia Bush, Lily Cornell Silver, Ryan Weiss, Jae Rae, Pamela Bell from Mental Health Coalition, and Dr. Jessica Clemons.
- Collaborated with the Social Media Manager to curate and brainstorm innovative campaign ideas and organize weekly themed programming events.
- Scheduled integration rooms to facilitate thought-provoking dialogue, enhancing platform engagement and fostering community development.

HBO Cinemax Urban Action Showcase | NOV. 2015 - FEB. 2020

Freelance Production Assistant

- Supported the Production Coordinator by managing vendor setup, reviewing invoices, distributing festival schedules, and coordinating logistics for nominees and panels.
- Assisted the team with venue navigation, introducing Q&A participants for panels, and ensuring seamless transitions between reels.
- Collaborated with press and venue teams to help streamline operations, resolve on-site challenges, and any artist registration or interviews.

Harbor Picture Company | DEC. 2015 - MAY 2016

Post-Production Intern

- Provided premium hospitality services to clients in the feature film, television, and advertising industries to maintain strong relationships and ensure their values and needs were met.
- Managed the front desk addressing all inquiries related to the studio, overseeing file management, tracked daily activities, prepared all packages and shipments for the studio, and organized supply needs.
- Attended producer-led viewing sessions and took detailed notes on editing, color grading, and sound mixing to identify technical issues to ensure quality and consistency in final deliverables.

FELLOWSHIP PRORGAMS

WOMEN IN ANIMATION, PRODUCTION MANAGEMENT, TIANA KNIGHTS (DREAMWORKS) | SEPT. 2024 - FEB. 2025

Developed skills in supporting the production pipeline for films like Kung Fu Panda by tracking assets, organizing workflows, improving my note-taking abilities, and navigating management softwares to help keep projects on schedule and running efficiently.

VOLUNTEER WORK

SANCTUARY FOR FAMILIES, ECONOMIC EMPOWERMENT PROGRAMS LEADER | AUG. 2024 - PRESENT

Assisting survivors of domestic violence by providing a comprehensive range of direct services aimed at facilitating their recovery and reintegration into society. Key responsibilities include:

- Implementing arts and crafts activities and offering homework assistance to children to promote personal and academic growth.
- Delivering career development workshops and interview preparation sessions for individuals seeking re-employment.
- Conducting assessments to identify client needs and provide tailored educational resources.
- Participating in executing safety plans to ensure the well-being of participants.
- Engaging in community outreach initiatives to enhance resource accessibility and support networks for participants.

EDUCATION

BARUCH COLLEGE, MAJOR: ENGLISH LITERATURE, MINOR: THEATRE, NEW MEDIA ARTS | 2012 - 2015

GUILDHALL SCHOOL OF MUSIC AND DRAMA UK, CLASSICAL THEATRE | 2015

SKILLS AND SOFTWARES

Problem-Solving, Analytical Thinking, Developing Educational Resources, Creative Strategy, Planning and Organization.

Google Suite, Microsoft Office, Autodesk Flow (ShotGrid), Metricool, Flodesk, Canva, Adobe Creative Suite