

Styles P. Shanks

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EXPERIENCE

Habitat for Humanity of Greater Los Angeles, Los Angeles, CA — Administrator of Global Entertainment Partnerships

03/2025 - PRESENT

- Manage calendars, meeting schedules and all administrative duties for head and senior manager of department
- Work closely with financial team to track donor spending
- Support activations for the Los Angeles and International affiliates

Hope Community Development Center, Los Angeles, CA — Communications Specialist

05/2021 - 03/2025

- Managed internal/external and public announcements and communications
- Oversaw project planning, tracking, and execution of events
- Managed accounts of clients and streamlined workflows

Big Indie Juno, Los Angeles, CA — Production Assistant

03/ 2023 - 05/ 2023

- Responsible for note taking and other administrative duties
- Responsible for financial logging of expenses
- Responsible for internal communication with production company

Hulu; Saint X, Los Angeles, CA — Costume Department Production Assistant

02/2022 - 05/2022

- Responsible for cataloging purchases and returns
- Organized wardrobe pieces through excel sheets for shipment overseas
- Shadowed shoppers in buying/styling characters

EDUCATION

Howard University, Washington D.C — Bachelor of Arts- Communications

Media, Journalism & Film

Minor: English

SKILLS

- Proficient with Google Workspace and Microsoft 365
- Strong communication skills
- Data Entry
- Well practiced in multitasking projects

PORTFOLIO

<https://www.stylesshanks.com>