


# MEREDITH SHINEY

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## PROFESSIONAL SUMMARY

I've always had a passion for connecting with people and making every interaction memorable. I've channeled this passion into the dynamic worlds of talent relations and event planning. From industries such as entertainment to experiential marketing to gaming, I've cultivated lasting talent partnerships, implemented new processes and procedures, and consistently have taken the lead in creating successful events and managing talent relations.

## SKILLS

- Verbal and Written Communication
- Strategic Planning
- Time Management
- Organization
- Budgeting
- Relationship Building
- Decision Making
- Creativity and Innovation
- Interpersonal Skills
- Event and Project Management
- Adaptability

## EDUCATION

**California State University, Chico**  
Chico, CA • 06/2016

***Bachelor of Arts in Communication Studies***

Minor: Broadcasting

## WORK HISTORY

### **FAZE CLAN - Director, Events and Talent Relations**

*01/2022 - 01/2024*

- Oversee design, production, collaborations, communications, execution, and budget of events
- Manage and execute diverse events on local, regional, national, and global scales
- Responsibilities include event strategy, hospitality, talent relations, location selection, design and branding, budgeting, run of show, and overall event coordination
- Collaborate with internal teams, vendors, and partners to plan events and ad-hoc projects
- Oversee operational initiatives and partnerships for events, including themes, talent, merch drops, music, gaming, and live performances
- Coordinate asset creation, invitations, guest lists, seating/table allocations, and facilitate communication between content creators, internal teams, and stakeholders
- Attend events and be available on-site to oversee fluid run of show and overall event execution
- Develop operational best practice workflows & processes across events
- Collaborating with finance and budgeting teams to manage talent-related expenses, ensuring that talent acquisition and management activities remain within budgetary constraints

### **FAZE CLAN - Director of Talent Relations**

*01/2020 - 01/2024*

- Building and maintaining positive and productive relationships with talent, ensuring their needs are met
- Identifying appropriate gifts that align with preferences and interests of talent
- Conducting research, considering their individual tastes, and selecting items or experiences that will be well-received
- Oversee Talent Relations Coordinator to handle logistics of gifting for birthdays, anniversaries, and milestones, including packaging, shipping, or hand-delivering gifts to talent
- Overseeing and managing relationships, ensuring successful

integration of talent into events or projects, ultimately contributing to the organization's success

- Collaborate with marketing and PR teams to develop strategies for talent promotion and integration into marketing campaigns
- Manage talent travel arrangements, accommodations, and logistics for events, shoots, or performances
- Manage multiple vendors and contractors and maintain relationships with the industry, including creative agencies, artistic talents, production & technical vendors

#### **NCOMPASS INTERNATIONAL - Talent Coordinator**

*04/2018 - 12/2020*

- Advertise job openings across multiple platforms including Zip Recruiter, LinkedIn, and Indeed to find outstanding candidates
- Conduct in-person Interviews, pre-employment candidate screening, references and background checks
- Coordinate with department heads and account leads to specify future hiring needs for events in each market across the US including events location, wardrobe, and required staff hours
- Screen candidate resumes, conduct 1:1 in person and phone interviews, create offer letters, input information for payroll and advise relevant supervisors accordingly
- Prepare monthly timesheets for up to 100 temporary event staff including Brand Ambassadors, Production Assistants, Tour Managers, Stylists, and Makeup Artists
- Supervisor on-site for events focused on Esports, Consumer Product Brands, and Conventions

#### **NCOMPASS INTERNATIONAL - Operations Coordinator**

*07/2017 - 05/2018*

- Performed all front office duties including answering/screening calls, greeting clients, ordering lunches, maintaining office supplies inventory and delivering mail
- Assisted in planning office events for 80+ staff including ordering food, creating a theme and presenting ideas to management