




Brooke Mason



Contact

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About Me

I am an adaptive and analytical professional with a strong creative mindset and a proven ability to solve problems across diverse settings. With experience spanning visual media, interior design, event planning, administration, social media management, and project coordination, I bring a well-rounded background that bridges technical, creative, and organizational skills. I thrive both as a collaborative team member and a confident leader, and I am committed to delivering excellence in every project. Curious and driven, I embrace opportunities to learn and apply my skills in new and dynamic environments.

Education

- **Bachelor of Arts in Communication**
University of Arkansas 2020
- **Lambda Pi Eta Honor Society**
University of Arkansas 2020
- **Fay Jones School of Architecture and Design**
University of Arkansas 2017 - 2018

Work Experience

Contract Work: 2015- Present

- **Freelance: Content Creator; Social Media Manager; Graphic Designer**
Recent Clients include: Teknion, Officeworks Inc., LK Designs, YWAM, Refuge City
 - Photographer and editor for social events.
 - Graphic Designer, Content Creator, and Video Editor for social media content.
 - Created and designed brochures, service guides, logos, and newsletters.
 - Support the creation, execution, and publishing of content across social media platforms. Planning and maintaining the monthly social content calendar. Tracking and analyzing social performance.
- **Photographer and Videographer**
Freelance
 - Deliver high-quality visual content by managing all phases of production from pre-visualization through final edit.
 - Write, direct, and produce creative projects, including freelance, corporate, mission-based, and personal works.
- **Interior Designer and Administrative Assistant**
LK Designs LLC
 - Assisted in starting the company from the ground up and bringing on new clients for residential design.
 - Job duties consisted of business administration, client presentations and communication, project management, space planning, concept development, color theory and styling, trend and market research, sourcing and selecting materials, creating invoices, creating overviews of business services, writing contracts, project budgeting, spreadsheets of invoices, budgeting, and business accounting.
- **Event Staff**
Trilith Foundation
 - Event preparation and assisted the management of small and large events for the Trilith Community, including the Town at Trilith and Trilith Studios.
- **Studio Assistant and Interior Designer**
Studio Giana
 - Personal assistant for a prop styling and interior design studio. Responsibilities included administrative work, designed spaces for clients, created client presentations, managed projects and teams, sourced products within client budgets, and designed and installed art installations.

Soft Skills

- Creative
- Critical Thinker
- Problem Solver
- Organized
- Meticulous in Execution
- Adaptable
- Effective Communicator
- Diplomatic

Hard Skills

- Administration
- Hospitality
- Event Planning
- Interior Design
- Production Design
- Content Creation
- Social Media Management
- Videography
- Photography
- Photo/Video Editing
- Graphic Design
- Adobe Creative Suite
- Microsoft Office Suite
- Google Workspace
- Canva
- DaVinci Resolve
- CapCut

Work Experience Cont.

- **Production Assistant and Set Dresser**
Film Industry 2021 - 2023
 - Assisted assistant directors with on-set operations, including administrative tasks, communication, and department coordination.
 - Supported logistics such as crowd control, talent movement, and set organization to ensure smooth production flow.
 - Collaborated with art directors and production designers to execute creative vision through detailed set dressing.
 - Prepared, arranged, and maintained set elements to ensure visual continuity and production quality.
- **Customer Service & Hospitality**
IPIC Theaters 2016 - 2022
 - Created memorable guest experiences in a luxury dine-in theater setting, balanced efficiency and attention to detail in a fast-paced environment, coordinated seamlessly with team members to ensure smooth operations, anticipated customer needs, and resolved issues with professionalism, strengthening communication and problem-solving skills.
 - Food and alcohol beverage sales experience.

Internships and Volunteer Work

- **Media Communications Asst. & Social Media Manager**
Church Eleven32, YWAM Kona, Brave Love Kona 2018-2019, 2024
 - Completed leadership and talent development classes, learned skills in media, content creation, event planning, administration, and team management.
 - Developed brand strategies and managed and created content for social media accounts.
 - Created social content for YWAM Kona and Brave Love Kona.
- **Internship Mentorship Lead**
Church Eleven32 2018 - 2019
 - In a leadership position during my internship where I taught and trained 25 people in leadership skills, content creation, event planning, and media.
- **Production & Event Planning Assistant**
Church Eleven32 2015 - 2016
 - Assisted with broadcasting, developed creative ideas and content for events and promotional videos.
 - Assisted with set design, writing, directing, editing, and acting for short films.
- **Local Community and International Outreach**
Church Eleven32 & YWAM 2012 - Present
 - Completed 150+ hours in local community service.
 - Created fundraising campaigns.
 - Traveled to eight different countries over the past few years and helped the community in various ways needed.