

# LH

# LA'VINNIA HOLLIDAY

## CONTACT

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## CORE SKILLS

- Production office support
- Scheduling and coordination
- Vendor paperwork and agreements
- Travel and lodging support
- Invoices, receipts, and expense tracking
- Phones, email, and front desk support
- Data entry and document filing
- Guest/talent hospitality and client service
- Event logistics and on-site support
- Confidential information handling
- Microsoft Office and Google Workspace
- Team communication and problem-solving

## EDUCATION

Graduated  
Bachelor of Science in  
Business Administration  
University of Alabama at Birmingham  
Birmingham, AL

Graduated  
Associate of Arts  
General Studies (Transfer Program)  
Jefferson State Community College  
Hoover, AL

## PROFESSIONAL SUMMARY

Experienced event planning and operations professional providing production assistant support across logistics, vendor coordination, schedules, and on-site execution. Known for calm, organized communication and strong guest/talent service. Seeking film/TV opportunities, with interest in casting assistance and production office support.

## EXPERIENCE

**Founder / Executive Director** 2011 - Present  
*Poze Bazaar Foundation, Birmingham, AL*

- Produced and coordinated multi-stakeholder events and programs, managing timelines, vendors, budgets, and day-of logistics.
- Served as the primary point of contact for partners, venues, and participants; maintained clear communication and documentation.
- Coordinated volunteer teams and ensured smooth guest experiences from setup through breakdown.
- Managed contracts/agreements, vendor needs, and operational details to keep productions on schedule.

**Night Auditor** 2024 - 2025  
*Hyatt Regency Wynfrey Hotel, Birmingham, AL*

- Completed daily financial audits, reconciliations, and accurate reporting with strict attention to detail.
- Handled sensitive guest and payment information with confidentiality and compliance.
- Supported overnight operations, resolved issues quickly, and documented incidents clearly.

**Independent Contractor** 2017 - 2019  
*LRY Media Group, Birmingham, AL*

- Supported multiple events/productions by coordinating schedules, vendors, and on-site logistics.
- Assisted with team communication, check-ins, and operational problem-solving during live events.

## SELECTED PRODUCTION / EVENT CREDITS

- Poze Bazaar Scholarship Fashion Show (Belk + Riverchase Galleria) (Producer/Coordinator) - Feb 2025
- Harlem's Fashion Row 15th Anniversary (LVMH & Nike) (Assisted) - Dec 2022
- Build UP Community School Field Trip to Tyler Perry Studios (Coordinator) - Sep 2023
- Summit Media / 95.7 Jamz Holiday Dinner Giveaway (Coordinator) - Nov 2015
- Tyler Perry Studios Field Trip (Logistics Coord.), 2024
- Community Workshops / Fashion Shows / Corporate Events (Planning + On-Site Execution) - 2012-2025