

## SKILLS

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- Project planning and scoping using both Agile and Waterfall methodologies.
- Project management software including MS Project, Hansoft, Jira and DevTrack.
- Risk management through careful attention to backlogs and sprint planning.
- Ensuring milestones are achieved through careful planning and consistent follow-up.
- Quickly spreading critical information through precise written and verbal communication.
- Fostering clear, open communication with external partners, stakeholders, and clients.

## Professional Experience

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### Production Assistant – Disney Interactive

October 2015 – Current

- Managing the concept art department pipeline for **Disney Infinity 3.0** and unannounced projects. Prioritizing requests from all departments, assigning tasks to team members based on their bandwidth and skillsets, tracking status of 50+ active tasks at any time, and delivering completed work to the appropriate groups.
- Day to day operations of marketing animation team. Designing effective animations to achieve brand goals, coordinating approvals with stakeholders, creating schedules that ensure on-time delivery, and taking diligent meeting notes and minutes. Executing these plans by conducting dailies with 10+ artists to track upcoming deliverables and prioritize their workload. Identifying where progress is lagging and allocating extra resources accordingly.
- Coordinating communication with external Disney studios. Including but not limited to- IP holder approvals, marketing strategy coordination, and outsource reviews.

### Quality Assurance Analyst – Disney Interactive

March 2015 – October 2015

- Logging and regressing bugs for the development team on **Disney Infinity 3.0**.
- Consulting with team to iterate mechanics, ensuring high player engagement.

### Lead Producer – Mannequin Games LLC

January 2014 – April 2015

- Successfully led Steam Greenlight self-publication efforts for the game – **All Is Dust**.
- Scheduled sprints and made documentation ensuring timely completion of milestones.
- Facilitated coordination of workflow for engineering, art, and design teams.

## Education

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University of Utah - Masters of Entertainment Arts and Engineering - Production

May 2015

Brigham Young University - Bachelors of Science - Sociology

April 2013