

PROFILE

Producer with 2+ years' experience coordinating production for AAA live service games.

Bonus: Experience producing soundtracks

SOFTWARE

Productivity

Jira | MS Office + Teams |
Shotgrid | MIRO | Confluence |
Azure Dev Ops

KEY EXPERIENCE

Bungie

Associate Producer

2023 June - Present

Production Coordinator

2022 January - 2023 May

Infinity Ward

Production Intern

2021 May - 2021 August

Inzer Advance Design

Research & Development

2019 February - 2019 August

Hibbett Sporting Goods

Store Manager

2018 February - 2019 February

Assistant Manager

2017 October - 2018 January

Sales Associate

2017 July - 2017 September

EDUCATION

Southern New Hampshire University

MS | IT - Game Design & Development

Baylor University

BA | Anthropology

PROJECT MANAGEMENT

- Oversaw coordination for the Destiny 2 Music and Cinematic Audio teams (production and post-production), 10+ seasons, 3 annual releases, and 3 soundtracks.
- **Developed project plans** including forecasted schedules and delivery milestones, risk assessment, scope, and staffing.
- **Established rituals** (sprint planning and retrospectives), task tracking, and internal milestones for the Bungie Music Team.
 - Conducted sprint planning prioritizing team well-being and empathy. Identified needs, delegated tasks, and iterated based on team feedback.
- Worked with Audio leadership on each project to **create budgets and schedules** for the Destiny 2 Music Team and helped with the Annual Operating Plan (AOP).
 - Budgeting, forecasting, and tracking expenses for every project spanning 3 months to 2 years and budgets spanning \$70K to \$1.5M.

PROCESS AND DEVELOPMENT

- **Negotiated timelines and delivery dates** with upstream teams including implementing a rolling delivery from the Animation and VFX teams to the Cinematic Audio team.
- Worked through feature spec pages, narrative documentation, and pitch presentations to **identify needs and scope before reaching production**
- Collaborated with internal Audio stakeholders to incorporate feedback and anticipate risks throughout the production process.
- Identified gaps and bottlenecks such as asset and software requirements, and knowledge gaps, and organized a workshop for designers to increase expertise.

COMMUNICATION AND COLLABORATION

- **Provided extensive, detailed notes** for stakeholder meetings and cinematic spotting sessions. **Skilled at diplomacy and negotiation.**
- **Organized meetings for department leads and stakeholders**, identified agenda items and included agenda, points of contact, and assigned follow-up items in the meeting notes and invite.
- **Improved team communication** using tasks in Azure Dev Ops, and project pages in confluence outlining features.
- Supported the Bungie Audio team as the Cinematic Audio Point of Contact.
 - Improved communication with the Cinematics, Audio, and leadership teams through a weekly summary email tracking all cinematics in development.
 - Led cross-discipline retrospectives to strengthen relationships between teams working on cinematics and collecting feedback for **pipeline improvements**.
- Public-facing roles in retail and production.
 - Coordinates licensing requests on behalf of community members interfacing with legal, marketing, and music teams.