

CATHERINE LEVINE

SOFTWARE PRODUCER

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I am a Professional Scrum master with several years of experience working in professional settings.

Always passionate in developing peoples' talents, I'm focused and driven to be the best software producer possible. Integrity, clear communication, and a commitment to excellence are just some of what you can expect from my work ethic.

Skills

GENERAL

- Project Management
- Agile Development (Scrum)
- Cross-Departmental Coordination
- Time Management
- Conflict Resolution

TECHNICAL

- Jira
- Confluence
- Unity Engine
- Microsoft Excel
- C#
- Slack
- Photoshop
- Autodesk Maya
- HacknPlan (Project Management Tool)

Awards

Scrum.org · Professional Scrum Master I (PSM I) Aug. 2020

Court of Master Sommaliers · Sommelier Mar. 2018

University of Central Florida · Cum Laude May 2015

Projects

Wiz-Kid (AIE Minor Production - Unity Engine) May 2020 to July 2020

Role: *Producer*

- Produced for a team of 10 student developers in creating a rogue-lite game over the course of two months entirely remotely.
- Led the team's scrum events and recorded data for dissemination, allowing the team to stay focused during the tight production timeline and to pivot on features as necessary.
- Organized the team's project management tool, HacknPlan, and assigned tasks to the team allowing for accurate tracking of sprint responsibilities' completion.
- Assumed tasks that were outside of the team's specialties so they could focus on their fortes, including but not limited to post-processing and audio design.
- Created a Quality Assurance Plan and QA Response Form & ran both internal and external QA tests of the project, allowing the devs to make critical design decisions based on testing feedback.
- Unblocked devs wherever possible, giving them valuable development time.

Don't Touch the Penguin (Game Jam - Unity Engine) May 2020 to May 2020

Role: *Co-Producer/Designer*

- Developed a communication flow on the fly for a remote game jam by setting up open, department-focused MS Teams calls and through scheduling bi-daily stand-ups.
- Organized regular team calls & documented each call & task to ensure project cohesion.
- Resolved all integration issues that arose over the course of the project, namely animation integration.

Roll the Bones (Unity Engine) Mar. 2020 to Apr. 2020

Role: *Producer & Programmer*

- Led scrum standups for a team of six; guided daily stand-ups & assisted in organizing the team's tasks, which allowed the team to focus our vision.
- Designed & programmed the game's UI based around the designer's specs, demonstrating my ability to coordinate with a decision-maker.

Pumpkin Smash (Game Jam - Unity Engine) Dec. 2019 to Dec. 2019

Role: *Co-Producer & Audio Designer*

- Resolved interpersonal disputes & blockers that arose from a project with a short time frame (48 hrs).
- Implemented UI/Menu scenes & designed all audio assets.

Space Wizards (Unity Engine) Sept. 2019 to Oct. 2019

Role: *Producer*

- Assisted in the organization & data management of project through oversight of team's HacknPlan & by keeping records of integral data (asset list, distribution of tasks).
- Led the team's daily scrum meetings to maintain group workflow & eliminate blockers.

Employment

BizX Bellevue, Washington
Member Services Specialist May 2018 to Current

- Constantly adapting to the current needs of the organization, including but not limited to: developing new internal guidelines, writing and organizing SOPs BizX's Confluence page, implementing data collection processes, & leading data cleanup initiatives.
- Creating new processes for data collection & analysis for travel metrics, allowing for the entire organization to better track travel data & view sales trends.
- Responsible for training & task management for Member Care employees.
- Mastering the company's proprietary CRM software, TradeX; became the "go-to" person in the organization for all TradeX related questions & worked with IT to create improvements for the software.

Southern Wine & Spirits South Florida
Sales Consultant May 2015 to May 2018

- Honed my abilities in both time & project management by setting my own work schedule, & adapting said schedule to best service 30 unique accounts across several cities.
- Grew direct store delivery revenue of the route from \$1.76 million to \$2.78 million through maintaining strong relationships with key decision makers.
- Consistently ranked in the top 5 Sales Consultants for incentive programs.

Education

Academy of Interactive Entertainment Aug. 2019 to Current
Advanced Diploma Game Design & Production 2021

University of Central Florida Aug. 2011 to May 2015
Bachelors of Science in Business Administration Marketing 2015