

PROFILE

Diverse experience including game production, post-production, labour relations and law. Detail oriented with strong organization and communication skills. High energy with the ability to juggle numerous responsibilities. Proficient in a variety of computer based tools. Works well in high pressure situations while maintaining diplomacy and a sense of humour.

WORK EXPERIENCE SUMMARY

Development Director (Production Manager)	- 4 years
Producer/Writer/Videographer	- 3 years
Executive Assistant/Production Coordinator	- 6 years
Labour Relations Associate	- 2 years
Television Production & Advertising Sales Assistant	- 2 years
Legal Assistant	- 8 years

CREDITS

Need For Speed: Undercover (video game, 2008)
Need For Speed: Pro Street (video game, 2007)
Need For Speed: Carbon (video game, 2006)
Extreme Green (documentary, 2004)

WORK EXPERIENCE DETAILS

- **Development Director (Production Manager)** March 2005-February 2009
ELECTRONIC ARTS BLACKBOX (NFS: CARBON, NFS: PRO STREET, NFS: UNDERCOVER, NFS: UNTITLED)

Responsibilities include:

- Project scoping, capacity planning, scheduling, milestone deliverables, tracking
- Management of 35+ Artists and technical staff including recruiting, interviewing, reviews, career management
- Project management of Gameplay AI and Physics engineers
- Strike team management of Rendering engineers to provide new visual technology
- Strike team management of Audio engineers during project crunch time
- Oversight and mentoring of Audio and Vehicles team project managers
- Management of outsourcing process with multiple vendors for NFS 3D environments team

- **Producer/Writer/Videographer** August 2001-March 2005
FATHOM THIS UNDERWATER PRODUCTIONS

Responsibilities included:

- Producing, writing, and shooting *Extreme Green*, an educational underwater documentary
- All aspects of pre-production, production and post-production, including research, editing, budgeting, scheduling, legal, marketing and distribution, music, audio/video and talent/facility negotiations, speaking engagements

- **Executive Assistant** March 1995-July 2001
ELECTRONIC ARTS (CANADA), INC.

Responsibilities included:

- Corporate communications (i.e., preparing presentations, media speeches, executive bios)
- Supporting COO/CFO in preparing studio business plan and financial documents
- Reviewing business contracts and drafting various licensing agreements
- Liaising with Legal in preparing licensing and Master Development Agreements
- Production services (arranging voice over talent and studio recording facilities)

WORK EXPERIENCE DETAILS - CONTINUED

- **Labour Relations Associate** January 1993-March 1995
HEALTH EMPLOYERS ASSOCIATION OF B.C.
- Responsibilities included:*
- Assisting the Labour Relations Consultants in preparing briefs for arbitrations and negotiations
 - Coordinating scheduling of hearings with Arbitrators' Offices and Healthcare Unions
 - Assisting Hospital Employers with contract interpretations
- **Assistant to the VP of Programming & the Coordinator of Drama & Special Projects** August 1990-December 1992
U.TV
- Responsibilities included:*
- Assisting in preparing proposal and commitment letters regarding television production
 - Prepared licensing and broadcast agreements for syndication
 - Reviewing screenplays and providing synopses to aide in assessing production viability
 - Screening tapes for technical and content quality
- **Legal Assistant** August 1980-January 1988
IMPERIAL METALS CORPORATION; LAWSON, LUNDELL, LAWSON & McINTOSH; ELIAS, RAYNIER & PINSKY/EVANS & Co.
- Specialized in Securities, Conveyancing and Family Law

EDUCATION/TRAINING

Electronic Arts Workshops (2005-2008):

- Leadership/Management Development
- Pre-Production
- Managing within the Law
- Difficult Conversations
- Effective 1:1's
- Effective Communication
- Injury & Illness

Women in Film & Video (2004-2005):

- Directors Workshop
- Flash Forward Institute: Career-Advancement Program

Vancouver Film School (2000-2003):

- Producer Course
- Film Documentaries Course
- Cinematography Course

Professional Association of Diving Instructors (2001):

- Open Water Scuba Diver Instructor Certification
- Divemaster Certification

BCIT (1990):

- Introduction to Broadcast Journalism

SYSTEMS EXPOSURE

MS Office (Outlook, Excel, Word, PowerPoint), MS Project, Adobe Premiere, Quicken/Quickbooks