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## Assistant Producer Resume

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### Job Objective

To secure an Assistant Producer position with company that has a stable environment ultimately leading to a full-time, lasting career.

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### Professional Experience:

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Assistant Producer, April 2008 – Till Date  
Telltale Games, Memphis, KY

- Managed the various projects concerning the interactive media.
- Coordinated with the staff members to ensure that there is asset flow in the design, engineering and art department.
- Ensured that all the staffing demands are met in various departments such as design, art and programming to facilitate smooth working of the project.
- Monitored the areas, which are giving the organization highest returns and coordinated between teams to access that area and make it a high priority.
- Maintained a team that cooperated and worked with each other to complete the work on time and immaculate accuracy.

Assistant Producer, January 2004 – March 2008  
Electronic Arts, Memphis, KY

- Monitored the various market trends in the gaming industry and analyzed the user requirements in the gaming industry.
  - Supervised the project at various stages to ensure that the game is interactive in nature and engages the interest of the gamers.
  - Evaluated the needs of the service providers that can add value to the game and make it more marketable, increasing its entertainment value.
  - Coordinated with the legal team of the company to draft the points of deal.
  - Planned and ensured that the program is made within the allocated budget.
  - Maintained good working relations with the developers within and outside the organization.
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### Summary of Qualifications:

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- Profound knowledge of all the software and hardware associated with the gaming industry
  - Sound knowledge of the tools of gaming
  - In-depth knowledge of third party gaming platforms and micro-content business models
  - Ability to create, schedule, and manage appointments and travel for executives
  - Ability to communicate with a variety of departments to provide support for projects
  - Ability to handle multiple projects and complete them within the deadline
  - Ability to handle multiple demands from superiors and coworkers
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### Education:

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Bachelor's Degree in Game Development, East Central University, Ada, OK

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