

David Koster

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WORK EXPERIENCE

Wicked Fox Games (*Remote*)

Apr 2024 – Present

Associate Producer

- Coordinated Agile ceremonies (standups, sprint planning, retrospectives), ensuring project milestones and deadlines were met.
- Improved task tracking and progress monitoring using Jira, ensuring alignment across teams.
- Organized stakeholder meetings to clarify feature scope, deliverables, and accountability.
- Created project roadmaps to improve visibility and streamline task prioritization.
- Oversaw Kickstarter asset delivery and a new website, ensuring quality and deadlines.
- Structured feedback collection and bug reporting through bi-weekly playtests, speeding up issue resolution.
- Coordinated game demo production for publishers, meeting quality standards.
- Proactively identified project risks and collaborated with leadership to resolve bottlenecks.

Jim Gray Productions (*Remote*)

Jul 2024 – Oct 2024

Production Coordinator

- Liaised between the Creative Director and cross-functional teams (engineering, art, QA, marketing) to resolve blockers and ensure workflow continuity.
- Managed daily production workflows for a 15-person Scrum team, ensuring milestones were met.
- Created and maintained project roadmaps, tracking milestones, deadlines, and resources.
- Ran bi-weekly playtests, converting feedback into actionable tasks for design and QA.
- Designed and published product pages for Steam and Meta, ensuring platform compliance.
- Managed voice-over recording sessions and coordinated character implementation.

Ronday Technologies (*Remote*)

May 2022 – Jul 2023

Assistant Producer

- Authored release notes and documented bug fixes and new features in Notion.
- Produced bi-weekly release status reports, evaluating candidate builds and approving updates.
- Orchestrated 10 external load tests, leading postmortem meetings to implement corrective actions.
- Supported Jira task creation, backlog grooming, TestRail maintenance, and Confluence updates.
- Collaborated with QA to ensure timely bug fixes and quality assurance throughout development.

EDUCATION

San Jose State University

Dec, 2021

B.F.A. Digital Media Art

San Jose, CA

- Resident Advisor, Student Council President, Social Media Coordinator, Office Assistant, Marketing Outreach Assistant at SJSU International House.
- SJSU International House Scholarship recipient.

CERTIFICATIONS & SKILLS

- **Certifications:** Certified Scrum Master (CSM), Google Foundations of Project Management, Google Agile Project Management.
- **Skills:** Jira, Asana, Trello, Confluence, Airtable, Miro, MS Project, TestRail, Unity, Unreal Engine, Adobe Suite, Github, Scrum, Agile workflows, sprint planning, backlog grooming, resource management, budgeting, delegation, leadership, conflict resolution, cross-functional collaboration, communication