

# David Koster

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## WORK EXPERIENCE

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### Jim Gray Productions (*Remote*)

Jul 2024 – Oct 2024

#### Production Coordinator

- Led daily standup meetings, retrospectives, sprint planning, & backlog grooming, enhancing team cohesion.
- Managed spreadsheet of tasks triaged to creative and engineering teams, ensuring design specifications, features, and bug reports were tracked and assessed.
- Coordinated meetings between Creative Director and various disciplines, including engineering, art, QA, marketing, and voice actors on a regular basis to remove roadblocks and define clear objectives and goals.
- Organized bi-weekly Friends & Family playtests, gathering valuable feedback & identifying bugs.
- Responsible for the authoring and deployment of the game's Steam and Meta storefront pages.
- Conducted market research and developed a 10-week marketing plan for promotion of our game.
- Coordinated recording sessions with voice actors to initiate the audio pipeline for character voice implementation in game.

### Wicked Fox Games (*Remote*)

Apr 2024 – Jul 2024

#### Associate Producer (*Volunteer*)

- Led daily standup meetings, retrospectives, sprint planning, & backlog grooming, enhancing team cohesion.
- Implemented a cross-functional Jira workflow for engineers, artists, & QA, increasing transparency & improving work hand-off.
- Coordinated meetings between engineering & creative leads to align on feature scope & planning, resulting in clearer definitions & realistic timelines.
- Created detailed project timelines for specific features & milestones, improving accountability.
- Organized bi-weekly Friends & Family playtests, gathering valuable feedback & identifying bugs.
- Managed the production & delivery of a game demo to a publisher, successfully meeting quality standards.

### Ronday Technologies (*Remote*)

May 2022 – Jul 2023

#### Assistant Producer

Oct 2022 – Jul 2023

- Authored 8 release notes & created visually oriented bug fix descriptions & new features in Notion.
- Produced 10 reports on bi-weekly release candidate status, approving release of feature updates to the public.
- Orchestrated 10 external load tests & led postmortem meetings with cross discipline teams to determine issues to be addressed and communicate impact.
- Assisted Producer in tasks such as Jira task creation & assignment, maintained & updated TestRail as needed, backlog grooming, & maintenance of Confluence documentation.

## EDUCATION

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### 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

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- **Certifications:** Certified Scrum Master (CSM), Google Foundations of Project Management, Google Agile Project Management.
- **Skills:** Jira, Asana, Trello, Confluence, Github, Unity, Adobe Suite, Microsoft Office, Google Suite, Airtable, sprint planning, delegation, project management, event planning, budgeting, leadership, conflict resolution.