

# David Koster

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## WORK EXPERIENCE

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### Wicked Fox Games (*Remote*)

Apr 2024 – Present

#### Associate Producer

- Led cross-functional Scrum teams of 6 through Agile production cycles, facilitating daily standups, sprint planning, retrospectives, and backlog grooming to ensure efficient development.
- Developed and managed the feature release roadmap, aligning milestones with business objectives.
- Established and optimized Jira workflows for engineers, artists, and QA, improving task tracking and visibility.
- Coordinated cross-functional meetings to align on feature scope, dependencies, and risk mitigation.
- Created and maintained detailed project documentation, including feature specs and risk assessments.
- Led production and delivery of a game demo and coordinated business development meetings with potential publishers.

### Jim Gray Productions (*Remote*)

Jul 2024 – Oct 2024

#### Production Coordinator

- Negotiated feature scope and delivery timelines with leadership to ensure on-time milestone completion.
- Managed day-to-day production workflows for a Scrum team of 15, conducting Agile ceremonies including sprint planning, retrospectives, and daily standups.
- Implemented task tracking and prioritization via Jira and spreadsheets to optimize workflow efficiency.
- Acted as a liaison between the Creative Director and cross-functional teams, facilitating stakeholder communication to ensure alignment and expectation management.
- Coordinated bi-weekly Friends & Family playtests, compiling reports to track player feedback.
- Launched product pages for Steam and Meta storefronts for *Escape from Hadrian's Wall*.

### Ronday Technologies (*Remote*)

May 2022 – Jul 2023

#### Assistant Producer

- Maintained Jira and Confluence, supporting backlog grooming and sprint planning efforts.
- Authored release notes, created bug fix descriptions, and wrote new feature documentation in Notion.
- Produced reports on bi-weekly release candidate status, approving feature updates for public deployment of our live-service product, Ronday..
- Led 10 large-scale external load tests, working with engineering teams to assess server stability and resolve performance issues.
- Maintained test cases and reports in TestRail to ensure comprehensive QA coverage.

## 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, Miro, Microsoft Office (Excel, PowerPoint), Google Suite, Airtable, sprint planning, delegation, project management, budgeting, leadership, stakeholder communication, risk mitigation, and conflict resolution.