

# William N. Sparrow

## Production Coordinator

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Aspiring producer with a background in media production, project management, and technical operations. Skilled at coordinating shoots, supporting pre/post-production, and ensuring content is delivered smoothly and on time. Certified in project management and known for strong communication, logistical planning, and attention to detail.

## SKILLS AND INTERESTS

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- Google Workspace, Microsoft Excel/PowerPoint, Adobe Creative Suite, StudioBinder, Jira, ClickUp, Tableau, Communication, Project Management, Production Logistics
- UVA Men's Club Basketball (President & Treasurer), Trivia Host, Dance Team Member (OBG)

## PROFESSIONAL EXPERIENCE

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**Raindrop, San Diego, CA (part-time)**

2023 - Present

*Production Assistant*

- Supported commercial productions for brands such as DandyMen, Laundry Sauce, and Supreme Source.
- Coordinated on-set logistics including set construction/teardown, props, wardrobe prep, and meal pickups.
- Worked with producers, directors, talent, and audio teams to maintain a smooth workflow throughout shoots.
- Assisted with gear setup, inventory, and troubleshooting, helping ensure on-time wrap and delivery.

**Ledger Investing, San Diego, CA (remote)**

July 2022 – Aug 2024

*Software Engineer & Product Manager*

- Transitioned from engineering into a hybrid PM role, overseeing projects across design, capital markets, and engineering.
- Built and maintained project roadmaps, authored specs, managed schedules, and coordinated releases.
- Regularly communicated with technical and non-technical stakeholders to keep deliverables aligned and on track.
- Used tools like Figma, ClickUp, and Jira to manage scope and assign tasks across distributed teams.
- Helped launch a secure investor portal application managing \$300B in premium, with multiple media-related features such as in-app content delivery and automated messaging workflows.

**Accenture, Arlington VA**

Sep 2017 – June 2022

*Data Analyst*

- Led cross-functional teams through Agile ceremonies including sprint planning, standups, and retrospectives across data, analytics, and software projects.
- Designed and deployed multiple Tableau dashboards to improve operational efficiency, including a tool analyzing 20,000+ weekly vulnerabilities and a hiring analytics dashboard that reduced time-to-hire by 30 days.
- Partnered with clients to gather requirements, create wireframes, and present deliverables for user testing/approval.
- Supported budgeting and reporting efforts for \$13M+ in contracts, forecasting needs and tracking progress.
- Oversaw field operations for projects affecting millions of users; wrote automation scripts saving 4–5 hours/week for team leads.

## EDUCATION AND CERTIFICATIONS

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**University of Virginia, College of Arts and Sciences, Charlottesville, VA**

Aug 2013 – May 2017

Bachelor of Arts in Economics; Bachelor of Arts in Psychology

**Project Management Institute**

iss. Feb 2023 – exp. 2026

Certified Associate in Project Management (CAPM) · Credential #3418104