

ZOYA S.

GAME PRODUCER | PROJECT COORDINATION | OPERATIONS

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Game producer and management professional with experience coordinating multidisciplinary teams, project timelines, vendors, and day-to-day operations. Acted as a Game Designer and Producer in a student game for a showcase while completing a Post-Graduate Certificate in Digital Design (Game Design - Producer) at George Brown College, receiving the program's Best Producer Award. Has additional professional management experience in team leadership, vendor communication, process improvement, scheduling, documentation, and invoicing.

CORE SKILLS

PRODUCTION & LEADERSHIP

Game Production & Project Coordination
Cross-Functional Team Coordination
Scheduling & Deadline Tracking
Stakeholder & Vendor Communication
Team Leadership & Coaching

OPERATIONS & TOOLS

Process & Workflow Improvement
Procurement & Logistics
Invoice Processing & Reconciliation
Documentation & Progress Reporting
Trello • Google Workspace • Microsoft Office • Discord

GAME PRODUCTION EXPERIENCE

Producer & Game Designer - Moodcaster

George Brown College | 2024-2025 | Level Up Showcase 2025 | ~23-person multidisciplinary development team

- Coordinated production across a multidisciplinary team of approximately 23 people spanning technical, creative, art, and design functions.
- Led weekly production meetings, gathering updates from team leads, communicating overall project progress and next priorities.
- Helped establish the project's Trello workflow and used Google Calendar to independently monitor deadlines and weekly production needs.
- Worked with project leads to organize the team into focused groups, establish project timelines and a Gantt chart, and follow up on progress and deliverables.
- Served as a central communication point between team members, faculty, mentors, and marketing/merchandising vendors through meetings, Discord, email, and direct follow-up.
- Created a Google Forms intake process for members joining the project, supporting onboarding and assignment based on team and individual needs.
- Helped establish biweekly progress reports for mentors through Google Slides while providing weekly updates to broader team.
- Coordinated showcase logistics and procurement, anticipating and fulfilling needs for supplies for all showcases and venues.
- Contributed to systems design, combat design and game balancing alongside production responsibilities.
- Received George Brown College's Best Producer Award at the conclusion of the program.

Game Designer & Project Lead - Together We Rise

George Brown College | Feb 2025 - Aug 2025 | ~12-person collaborative team

- Led game design and coordinated schedules and deliverables across collaborating teams.
- Supported team members through individual check-ins, troubleshooting, and hands-on guidance.
- Coordinated creative contributions, including original music and final-scene voice acting.

PROFESSIONAL EXPERIENCE

Assistant Manager - Fiddleheads Health & Nutrition

2025-Present

- Coordinate daily operations across staffing, scheduling, customer service, administrative responsibilities, and changing operational priorities.
- Recruit, train, mentor, and coach employees through one-on-one meetings, performance feedback, goal setting, and ongoing professional development.
- Developed an invoice-tracking system to improve record accuracy and vendor issue resolution; adopted by additional store locations at the request of upper management.
- Developed an annual inventory planning system to coordinate preparation timelines, staff assignments, count tracking, and non-scannable inventory; designed the records to be ready for direct system upload, with the template adopted for use at the other store locations.
- Developing a proactive expiry-tracking system to identify at-risk inventory early and mitigate potential product loss through targeted discounts, demos, merchandising and vendor support.

Office & Management Assistant - Fiddleheads Health & Nutrition

2022-2024

- Managed communications with external vendors regarding promotions, product demonstrations, credit requests, returns, and operational concerns.
- Supported management through invoice administration, staff task coordination, documentation and communication with vendors.
- Clarified and standardized markdown procedures, creating easy-reference visual guides for department-specific rules that were shared with other store locations by management.

Sales Associate - Village Vitamin Store

Milton, ON | 2012-2021

- Delivered knowledgeable customer service in a busy health food retail environment while supporting daily store operations.

EDUCATION & RECOGNITION

George Brown College

Post-Graduate Certificate, Digital Design (Game Design - Producer) | Sept 2024-Aug 2025

Best Producer Award

George Brown College School of Design

University of Guelph

Bachelor of Arts, English | Completed February 2019

Graff Retail Management

Certificate of Excellence in Retail Store Management | Completed April 2026

ADDITIONAL LEADERSHIP

Secretary - Media Club, University of Guelph

Participated in executive planning meetings, documented action items, and coordinated collaborative events with sister clubs.