

# Amanda Duarte

Video Games Project Manager | [LinkedIn](#) | [Portfolio](#) | [Itch.io](#)

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## EXPERIENCE

**Project Manager, Achimostawinan Games, Canada (game studio)** JANUARY 2021 - NOVEMBER 2023

Led the Production and Post-Launch stages of the indie game studio's debut project ([Hill Agency: PURITY/decay](#)) released in March 2023, by coordinating a cross-functional team of 7 people remotely.

- Employed **Agile and Kanban** methodologies, ensuring efficient collaboration and successful project completion, resulting in positive reviews on **Steam**.
- Enhanced team effectiveness in 20% by improving feedback and documentation structure on **Google Suite** to provide clearer visualization of project scope and expectations.
- Developed strategies to mitigate project risks, making sure to align production schedules on **Trello Boards** with team capacity and skills while maintaining high-quality asset delivery.

**Project Manager, Wildspread Studio, Canada (game studio)** JANUARY 2020 - DECEMBER 2020

Led the Pre-Production and Production stages of two projects from the indie game studio, managing a 4-person remote team over the period of 12 months.

- Used **Agile and Scrum** methodologies, ensuring timely delivery of project milestones.
- Implemented an effective production pipeline with **Microsoft Office**, monitoring project progress and optimizing team communication.
- Planned timelines and release schedules using **Hackplan** tool, focusing on feature quality.

## GAME PROJECTS

[Hill Agency: PURITY/decay](#) — *Windows PC Game* JANUARY 2021 - APRIL 2023

Achimostawinan Games' 3D cybernoir detective game. Available on Steam and Itch.io.

[Secure](#) — *PC Game (Windows, Mac and Linux)* SEPTEMBER 2020 - DECEMBER 2020

Wildspread Studio's 3D stealth puzzle game. Available on Itch.io and Game Jolt.

## EDUCATION

**Postgraduate Degree in IT Project Management, UniBF, 2023**

**Advanced Diploma in Game Development, Centennial College, 2021**

## SKILLS AND COMPETENCIES

Leadership | Communication | Project Planning | Project Coordination | Continuous Improvement | Collaboration | Problem Solving | Adaptability | Conflict Resolution | Time Management

## VOLUNTEER WORK

**Lead Organizer, Women Game Jam Canada (event)** FEBRUARY 2023 - PRESENT

Championed the launch of Women Game Jam in Canada last year, extending its mission to empower marginalized voices and foster creativity and diversity in the gaming industry to North America. Oversaw a team of 15 people, ensuring successful execution of the event in 2023 with 47 jammers.

## LANGUAGES

**Portuguese**, Native Proficiency | **Spanish**, Elementary Proficiency | **French**, Elementary Proficiency