

# Amanda Duarte

Ontario, Canada

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

## EXPERIENCE

**Achimostawinan Games Inc, Canada** — *Project Manager*

JANUARY 2021 - PRESENT

- Led the Production and Live-Ops stages of the studio's debut game ([Hill Agency: PURITY/decay](#)) released in March 2023, using **Agile and Kanban** methodologies.
- Rearranged the project documentation layout to focus on priority features, helping the teams to update their documents more efficiently and to better visualize which tasks to proceed with.
- Ensuring proper implementation and updates of the **Trello** board and **Google Drive Suite**.
- Organizing key meetings with a cross functional team of 7 people, from artists to programmers.

**Women Game Jam, Canada** — *Event Lead Organizer (Seasonal)*

FEBRUARY 2023 - PRESENT

- Overseeing a team of 15 people, including organizers, mentors, and community managers, ensuring successful event execution with 47 jammers registered in 2023.
- Managing task lists using **Agile over Notion**, coordinating responsibilities and timelines.
- Facilitating key meetings for event logistics planning.

**Wildspread Studio, Canada** — *Freelance Project Manager*

JANUARY 2020 - DECEMBER 2020

- Planned game scopes and schedules over **Microsoft Office**, and monitored project progress.
- Set deadlines and assigned tasks to a 4-people team on **Hackplan** program using **Agile and Scrum**.
- Scheduled and organized team meetings to facilitate communication and coordination.

## EDUCATION

**UniBF, Online (Brazil)** — *Post-Graduation Certificate*

MARCH 2023 - AUGUST 2023

Information of Technology Project Management Post-Graduate

**Centennial College, Canada** — *Advanced Diploma*

SEPTEMBER 2018 - APRIL 2021

Game Development Graduate

## 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.

[Home Wrecker](#) — *Android Game*

JANUARY 2020 - JUNE 2020

Wildspread Studio's 3D isometric destruction puzzle game. Available on Game Jolt.

## SKILLS

Project Planning | Project Coordination | Team Management | Communication | Collaboration | Problem Solving | Adaptability | Conflict Resolution | Time Management | Game Development Life Cycle