

Benton Pellet

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1820 Fox Run Drive, Elk-Grove Village, IL 60007

Profile:

Passionate designer with a deep interest in game design and a background in fast-paced team-focused environments - specifically systems administration, project coordination, and independant game design. I'm seeking to leverage my knowledge in process management and interactive media to expand my skills and deliver a unique strength to the team.

Experience:

- *Project Coordinator - Identiti (April 2022 - August 2022)*
 - I worked with a team of Project Managers to coordinate with clients and 3rd party vendors to install signage at various locations nationwide.
 - Maintained a clear line of communication between Senior Project Manager staff and the vendors/clients.
 - Gathered billing quote-estimates from potential vendors
 - Issued purchase orders and facilitated billing to vendors/clients
 - Created project workspaces and fulfilled work orders
 - Organized and oversaw fabrication/installation/removal operations
 - Obtained Landlord approval and city permits
 - Gathered on-site surveys
- *Process Technician - Chipman Design Architecture (March 2021 - September 2021)*
 - I was responsible for maintaining and adding to the companies client project database; this involved creating/updating a wide range of online spreadsheets and creating assets specific to teams needs.
 - Created, updated, and oversaw client workspaces and resources
 - Scheduled team-meetings for Smartsheet/Excel process training
 - Assisted in creating HR resources for scaled use
 - Created custom tools and resources for teams and clients upon request
 - Managed 50+ client workspaces, each with 1-30+ projects per workspace
 - Utilized custom API tools to manage hundreds of projects with individualized updates per client on a daily basis
- *Intern - Havenstone Media (Summers, 2017-2019)*
 - I managed a direct marketing campaign for this independent publishing house. I reached 110 unique contacts and improved units sold by 7.5% that year, and I assisted in the development of graphic design assets using Photoshop.

Skills:

- Excellent communication skills using apps like Microsoft Teams, RingCentral, Webex, and email.
- Highly Capable of matching teams/companies specific needs to create specialized resources for scaled use.
- Experience working with and creating assets for AGILE and Waterfall workflows.
- Computer and game development enthusiast, wide range of personal experience in building PCs, 3D Printers, and working on my own entrepreneurial game project with college alumni.

Program Knowledge:

Smartsheet - Proficient
Microsoft Excel - Proficient
Microsoft Word - Proficient
Microsoft Powerpoint - Proficient

ProTools X, Reaper, Audacity - Proficient
Adobe Photoshop, Clip Studio - Proficient
Sony Vegas - Familiar
Adobe Premiere/Media Encoder - Familiar

Wordpress - Proficient
HTML 5, Java - Proficient
Perforce - Proficient

Unreal 4 - Proficient
Maya, Blender, Substance Painter, SketchUp - Proficient

Education: BFA Interactive Media and Game Design - Savannah College of Art and Design 2019, Honors: Dean's List