

Kevin VanderMeer

Manager, Systems & Operations

Personal Info

Location

Issaquah, WA

Phone

206.399.6597

Email

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LinkedIn

linkedin.com/in/kevin-vandermeer

Skills

Program Management

Multimedia Asset Management

Communication

Adobe Creative Suite

Community Relations

Smartsheets

Microsoft Power Platform

O365 Suite

References

Andy Estes

Director, Content Lab, Nintendo

Amy Merz

Producer, MuDI / D2AS, Amazon

Joe Homes

Community Manager, Age of Empires

Josh Book

Creative Director, Roblox

ABOUT

Motivated, operations professional with an entrepreneurial focus when it comes to planning and executing projects. Extremely organized, driven by a meticulous attention to detail. Friendly, outgoing, energetic team player with strong work ethic to deliver the highest quality results. Understands necessity for appropriate use of proactive and reactive actions.

EXPERIENCE

MANAGER, SYSTEMS & OPERATIONS

Nintendo of America | Redmond, WA | May 2020 - Present

- Manage production systems (IPV Curator, Telestream Vantage, Wrike, Smartsheets) and build solutions for global presentations and strategically important projects.
- Interface with internal teams and external vendors to ensure operational needs for department are appropriately met & maintained.
- Create automated workflows and processes using the Microsoft Power Platform, Smartsheets and/or other resources to drive efficient, effective results.
- Co-lead project management for sensitive, large, cross-departmental global presentations ensuring deadlines are met and both contributors & stakeholders have the necessary materials.
- Manage all department operations including budgets, systems, project planning & execution, general resource delegation, and review pipelines with Japan.

POST-PRODUCTION COORDINATOR

RUN Studios | Seattle, WA | Aug. 2019 - May 2020

- Serve as production/post-production coordinator for the MuDI team in D2AS at Amazon, employed and managed by RUN Studios.
- Coordinate new project in-take by maintaining the organization of digital assets and scripts, scheduling motion artist workloads, and handling all VO booking and recording with outside vendors.
- Assisting in on-set production as coordinator/producer for live-action support videos as proof-of-concept for 2020 goal. Created Excel-based inventory system for gear.

FLIGHT MESSAGING COORDINATOR, AGE OF EMPIRES

ModSquad / Microsoft Global Publishing | Redmond, WA | May 2019 - Aug. 2019

- Flight messaging coordinator for the Age of Empires franchise community beta flights. Shipped Age of Empires II: Definitive Edition.
- Created written content for email campaigns and community portals messaging beta programs and initiatives
- Producer for supplemental Age digital content, including livestreams and social assets

CREATIVE PRODUCER

Roblox Corporation | San Mateo, CA | Aug. 2017 - May 2019

- Served as producer for in-house and contracted team of 2D and 3D artists, project-managing the creation of assets such as Roblox videos, livestreams, books, toys, and product marketing promotions.
- Work cross-functionally as main point of contact for Creative Services team, triaging requests from key stakeholders in multiple departments, managing multiple budgets, contractor invoices, and general logistics.
- Completely rebuilt Marketing Creative Services, designed streamlined processes and implemented Jira and Confluence integration to team workflow.
- Interface with internal and external parties on the planning, production, and delivery of digital and physical consumer products, promoting brand-awareness.
- Communicate and maintain strong relationships with top Roblox community educators & developers, interfacing on various marketing and licensing initiatives.
- Planned, produced, and managed all media, vendors, and production for Roblox Developers Conference (RDC) in multiple global locations.

EDUCATION

BACHELOR OF ARTS | Digital Technology and Culture

Washington State University | 2016 - 2018

ASSOCIATE OF ARTS

Seattle Central College | 2014 - 2016