

# Lindsay Howard

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## SKILLS

Google Suite (Docs, Sheets, Slides), Agile Methodologies Certified (CAPM), Notion, Jira, Slack, Canva, Discord, Trello, Microsoft Suite (Excel, Powerpoint, Outlook, Word), Asana, Confluence, Monday.com, Egnyte, Audacity

## EXPERIENCE

**Producer** - Toontown Rewritten Jul 2023 - PRESENT

- Define and maintain project sprint schedules, milestones, and deliverables regarding the largest update to date for this family-friendly MMO with over 2,000,000 users
- Take meeting notes, schedule syncs and playtests, guide and provide feedback to team of 20+ in design, audio, art, programming and narrative departments, resulting in 32% increase in productivity
- Assign and track tasks on Notion, ensure clear and consistent communication with directors/stakeholders
- Developed a weekly “[Project] Digest” to improve communication flow, and update broader team members
- Onboard, guide and mentor team trials and Associate Producers

**Casting Director, VO/Game Producer, Game Writer** - Freelance Jan 2023 - PRESENT

- Format voiceover script/sides, advertise auditions on social media, receive and review submissions
- Schedule and direct virtual voiceover sessions; communicate with audio team about SFX
- Build and edit cutscene dialogue audio, provide feedback to design team about pacing of visuals
- Develop storylines, take lead on overall script writing, item descriptions and lore/world-building
- Projects (forthcoming): *Ashcroft #1* (retro horror) and an NDA'd fantasy dating simulator

**Production and Casting Intern** - Blindlight Aug 2022 - Dec 2022

- Production of 15k+ lines of dialogue for AAA and mobile titles: scheduled talent via agents; created call sheets; shadowed during sessions; optimized VO scripts for talent, directors and session coordinators
- Organized and reviewed auditions, suggested selects for casting, researched industry trends, reviewed analytics, and pitched stunt casting options
- Managed casting database project, assisted with localization of French-to-English scripts
- Projects: *Call of Dragons*, *Starfield*, and *Destiny 2: Lightfall DLC*

**Project Manager, Game Design** - Boomtown Escapes Mar 2018 - Aug 2019

- Pitched room themes and storylines, developed puzzles and project budgets
- Held scrum meetings to update stakeholders and in-room actors, scheduled and assisted with build out
- Organized playtesting, created plan for revisions, and oversaw changes based on the feedback

## EDUCATION

**University of Texas at Austin**

*Master of Fine Arts - Screenwriting* December 2022

**Film Project:** *ick* (Co-Writer/Exec. Producer), 3 Festivals, 2 Nominations, 2nd Place at Austin Film Fest

*Bachelor of Arts - English* December 2016

**The Narrative Department**

*Games Writing Masterclass Certification* Spring 2023