

# Madeline Grenier

## Project Coordinator & Producer

774-321-0139 | madeline.grenier123@gmail.com

<https://www.linkedin.com/in/madeline-grenier/> | [www.maddi.me](http://www.maddi.me)

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Project Coordinator and Producer with experience leading Agile software development teams of up to 30 members. Certified CAPM and ScrumMaster with strengths in stakeholder communication, sprint planning, documentation, and cross-functional team coordination. Currently completing an MBA in Project Management while pursuing opportunities in project coordination and operations.

### SKILLS

- Mattermost, Slack, Discord
- Jira, Confluence, ClickUp
- Google Docs, Sheets, Slides
- Microsoft Powerpoint, Excel
- Risk management
- Scrum, Agile, Waterfall, Kanban
- Tortoise SVN; Git, Fishbowl, Bit Bucket
- Unity, Unreal Engine
- Virtual Reality Development
- Project Schedules

### EDUCATION

*Champlain College, Burlington, VT*

**Bachelor of Science Degree in Game Design**, May 2026

**Master of Business Administration in Project Management**, Expected May 2027

### CERTIFICATIONS & AWARDS

- Certified Scrum Master (CSM)
- Certified Associate Project Manager (CAPM)
- 2nd Place in Elevator Pitch (Entrepreneur & Job Seeker Category)

### EXPERIENCE

#### VR Designer for Maritime Museum

*Champlain College, Burlington VT*, August 2025 - May 2026

- Developed an educational VR experience
- Communicated directly with stakeholders and clients to ensure satisfaction
- Optimized documentation directories, including Jira and Confluence for current and onboarded members

#### Team Lead Game Design Intern

*Sports Media, Online*, June 2025 - August 2025

- Led a team of 30 cross-disciplinary interns balancing projects while introducing scrum methodology
- Established performance standards for newly established Scrum Master roles
- Facilitated and led meetings, coordinating inputs, track progress, and enforce milestones

### PRODUCTION HISTORY

#### Producer / UI/UX Designer for BreakaBull,

*Champlain College, Burlington, VT* August 2025 - May 2026

- Led a team of 16 in developing a VR Unity physics sim in a studio environment
- Executed Scrum Master Methodologies and Agile mindset through sprint planning
- Optimized Documentation directories for current and later onboarded members
- Presented reveal trailer and development summary to industry professionals at GDC during the Vertical Slice event benefitting the charity Able Gamers

#### Lead Game Designer for Nest Quest, January 2025 - May 2025

- Led a team of 11 in developing an Unreal Engine open-world adventure
- Used Scrum framework to manage progress and collaboration
- Contributed to UI/UX, level design, documentation, and team coordination