

marissa bauer

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SUMMARY

I am a highly motivated professional with a diverse background in IT Recruitment, Video Game Design & Development, and Customer Service. I thrive in a challenging, fast paced environment, and also enjoy the freedom to express my creativity.

SKILLS

Technical

**Unity3D Engine
C#**

**Vicious Engine
Unreal Development Kit**

Software

**Adobe Photoshop
3D Studio Max
MS Office Suite**

**Adobe Flash
Reason Factory Sound Bank
MS Windows**

Testing

Bugzilla

Mantis

EXPERIENCE

Gentis Solutions, Austin, TX

Director of Operations, Aug 2015 - Current

- Oversee and direct operations of the Recruiting & Interviewing teams.
 - Conduct weekly review meetings with teams and senior management.
 - Handle new hire on-boarding.
 - Prepare Contracts/Offer Letters/Non Disclosure Agreement.
 - Supervise teams for operational excellence for timely and accurate requisition fulfillment.
 - Coach, train, and mentor recruiters for skill enhancements, strategies, and techniques.
 - Source candidates through database mining, internet searches, direct sourcing, job fairs, community conferences and internal referrals.
 - Collaborate with third party recruiting companies to help source candidates from diverse pools of job seekers.
 - Analyze new recruiting technologies, sourcing tools, and interviewing process to improve success rates.
 - Research, identify, and qualify candidates for client's open IT job positions.
 - Schedule initial interviews and follow-up interviews for successful candidates.
 - Format resumes to meet client expectations.
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- Conduct weekly follow up phone calls/emails with clients and candidates.
- Foster long-term relationships with candidates.
- Generate weekly status reports for both the sales and recruiting departments.
- Head of Social Media content regarding company events and opportunity postings.
- Help to maintain the Gentis Solutions website.
- Create mockups using Adobe Photoshop for upcoming projects.
- Ensure smooth transitions in editing of company videos using Adobe Premiere & Microsoft Movie Maker.
- Perform various administrative tasks.

Portalarium, Austin, TX

Project – Shroud of the Avatar - PC

QA Tester(Contract), Aug 2014 - Jan 2015

- Contracted to perform quality assurance tasks on an on call / as needed basis.
- Participated in daily Scrum meetings.
- Performed various methods of black box testing on Shroud of the Avatar to locate bugs.
- Recorded, tracked, and verified bugs in a bug database (JIRA).

Collaborative Project, Austin, TX

Project - Tavern Tactics - PC, Team Size - 14

Producer / Game Designer / Game Scripter, Dec 2013 – Aug 2014

- Design the project along with 3 other designers.
- Creative and constructive criticism and direction throughout the duration of the project.
- Scripted user interface functionality, menu screens, camera zoom, and implemented billboarded health bars and sound.
- Imported character animations and set animation transitions between character states.
- Created design documentation, screen mockups, and flow charts.
- Organized and coordinated milestone deliverables and presentations.
- Managed and tracked project timeline and tasks using MS Project.
- Created test cases and bug reporting documentation.

Escape Hatch Entertainment LLC, Austin, TX
Project – Starlight Inception - PS Vita, PS3, PS4 and PC
QA Tester / Floor Lead, Aug 2013 – Dec 2013

- Performed various methods of black box testing on Starlight Inception to locate bugs.
- Recorded, tracked, and verified bugs in Bugzilla.
- Created test plan, test cases, test flow diagrams, & a data dictionary

Twisted Pixel Games, Austin, TX
Project – Ms. Splosion Man - Port to Mobile Device
QA Tester Intern, Dec 2011 – Jan 2012

- Performed various methods of black box testing on Ms. Splosion Man to locate bugs when it was ported to mobile devices.
- Recorded, tracked, and verified bugs in a bug database.
- Worked as an unpaid intern between semesters while attending ACC for Video Game Design and Development.

Putnam County National Bank, Carmel, NY
CSR and Assistant to Vice President, June 1998 – March 2009

- Worked directly on a daily basis with one of the bank's Vice Presidents and was responsible for creating and sending their facsimiles & memorandums when needed.
- Facilitated weekly scheduling of bank tellers and branch managers of all 8 branches.
- Trained in Operations / Proof Department as a backup to cover coworkers while on Holiday/Vacation/Sick leave.
- Responsible for assisting customers with deposits, withdrawals, and opening new accounts. Customer Service responsibilities such as phone assistance, balance inquiries, and directing phone messages to appropriate personnel. Interfaced with customer service calls referring to ATM cards and transaction.
- Balanced general ledger accounts, processed Tax Title & License, processed Bonds, and managed ACH returns. Entered and verified all new account information into bank database. Scheduled incoming and outgoing wire transfers.

EDUCATION **Associate of Applied Science (AAS)**
Video Game Design and Development Specialization
Game Development Institute at Austin Community College
Austin, TX

HOBBIES **Video Games** **Card & Board Games** **Game Statues & Collectibles**