



# ANNA DUNKER

Project Manager  
Producer

## ABOUT ME

Before I made the decision to go back to school to study game design, I worked in business management in Los Angeles. Living and working in L.A has taught me a lot, such as hard work, dedication, leadership & meeting deadlines. But the creative side of me wanted to challenge myself. I interned as a game producer/project manager at Avalanche Studios Group where I learnt valuable hands on experience. I love working in a creative environment. In all my jobs I have shown my leadership skills, that I am organized, ambitious, taking on responsibilities, dependable & always helping others when needed.

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🌐 www.AnnaDunker.com

## EXPERIENCE

### Avalanche Studios Group, Stockholm

**Producer Intern** Jan 2024 - Aug 2024

- Worked on multiple projects simultaneously, one of them Generation Zero (Live game)
- Able to plan features using a product roadmap, worked with the game director to manage a weapons team to deliver weapons from concept to submission, including reviews and impediment resolution.
- Was part of sprint planning, sprint reviews, milestone alignment, software review, production sync, bug triage, retrospectives, daily standup & more.
- I'm proficient with Jira, Miro, Figma & Confluence.

### Futuregames, Boden

**Game Design** Sep 2022 - Aug 2024

Portfolio [www.AnnaDunker.com](http://www.AnnaDunker.com)

- In this program I've worked in Unity, Unreal Engine & Fmod.
- Studied level, sound, narrative, UX/UI, accessibility, boardgame design, QA & much more.
- Scrum Master / Project manager on group projects.
  - GP1 - Foodroid: Level designer & sound designer.
  - GP2 - Don't Take it Lightly: Level designer.
  - GP3 - Lighthouse of Shadows: Project manager/Scrum master, creative lead & sound designer.
  - GP4 - Super Enucleation 3D Plus: Project manager/Scrum master & level designer.
- During our boardgame design class, the card game I worked on was published by our mentor.
  - Sold in stores at Lekia (Luleå & Boden) Årstidernas Växlingar.

### Altman Greenfield & Selvaggi, Los Angeles

**Assistant Account Executive**

**Bookkeeper** Jun 2019 - Aug 2022

- Reviewing and managing the second assistant. I would also train new employees.
- Accounts payable, accounts receivable, journal entries.
- Monthly bank reconciliation, monthly cash flow packages, cash projection, P&L reports.
- Reconciling books quarterly & review quarterly trial balances.
- Process payroll and set up new employees in Paychex.
- Commission reconciliation, set up new vendors, review & book credit cards/bank statements.
- Prepare 1099's

## David Weise & Associates, Los Angeles

### **Assistant Account Executive**

#### **Bookkeeper**

Sep 2017 - Jun 2019

- Accounts payable, accounts receivable, journal entries.
- Monthly bank reconciliation, monthly cash flow packages, cash projection, P&L reports.
- Reconciling books quarterly & review quarterly trial balances.
- Process payroll and set up new employees in Paychex.
- Commission reconciliation, set up new vendors, review & book credit cards/bank statements.
- Prepare 1099's

## Steven R Pines, CPA, Los Angeles

### **Bookkeeper / Administrative Assistant**

#### **Receptionist**

Mar 2016 - Sep 2017

- I started as a Receptionist/Assistant and got promoted to Bookkeeper.
- Assisting the CEO, managing his calendar, scheduling, taking messages, order office supplies, filing, general admin work.
- With my promotion to bookkeeper I worked on: Accounts payable, accounts receivable, reviewing and recording bank statements, monthly billing, client expenses, creating invoices, bank reconciliation & input client tax information.

## **SKILLS**

### Project Management

- Jira, Confluence, Agile, Miro, Figma, Trello

### Software & Programs

- Unreal Engine, Unity, Fmod, Perforce, Github, Datafaction, Excel

### Personal Traits

- Detail oriented, takes initiative, organized, multitasking, problem solving, creative, team player, punctual, hard worker

## **EDUCATION**

### FutureGames

- Game Design 2022 - 2024

### New York Film Academy

- Business of Acting  
Acting for film 2013 - 2014

### Walters Gymnasium

- Social Studies 2006 - 2009  
Student Ambassador

## **LANGUAGE**

- English: Fluent
- Swedish: Native

## **REFERENCES**

### **Sarah St. Pier**

Executive Producer  
Avalanche Studios Group  
sarah.st.pier@avalanchestudios.se

### **Tommy Forslund**

Lead Producer  
Systemic Reaction  
tommy.forslund@avalanchestudios.se

### **Justin Kalma**

Account Manager  
Altman Greenfield & Selvaggi  
jkalma@ags-la.com

Letters of recommendations sent per request