

James Thomas

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Objective: I am seeking a position that will give me the opportunity to contribute to the company's success through the application of my strong technical background, communication, and organizational skills.

Work History:

My Private Driver June 2014 – Current
Office Manager / Full-time

- Established automated monthly billing
- Maximized use of existing software
- Created Payroll pipeline and timesheet System
- Migrated company email and improved work flow
- Created more efficient quoting pipeline
- Created graphics for both web and print
- Purchased equipment and computers for office
- Established online event paperwork pipeline

Environment: Limo Anywhere, Google Drive, Seamless Docs, Excel

Legacy Custom Pavers Sept. 2013 – Feb. 2014
Pre-visualization Artist / Part-time

- Created images that aided in the sales process
- Provided technical expertise to company owner
- Worked remotely and on site

Environment: Depiction Hardscape Imaging Software, Photoshop

Vox Technologies Nov. 2013 – Feb. 2014
Order Expediter / Full-time

- Cross trained in logistics, data entry, and customer care
- Purchased products for the company
- Assisted executive team in vetting new company software
- Created company documentation that tracked bugs in online admin system
- Designed excel workbook used to help optimize data team workflow

Environment: Custom Admin system, Outlook, Excel

Megaphone Studios Jan. 2013 – Oct. 2013
Director of Art and Marketing / Full-time

- Created 3D Models for iPhone gaming applications
- Participated in game development, design, research, and documentation
- Assisted in Market research for possible new dental application
- Assisted in researching solutions to technical problems.
- Worked remotely and on site

Environment: Autodesk Maya, Autodesk Max, Photoshop, Dropbox, Assembla

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QBE North America

May 2013 – July 2013

Lender Place Housing / Full-time

- Closed L.P.H. claims for banks
- Researched foreclosed properties to determine if they are covered under policy

Environment: Microsoft Office, Outlook, Internet Explorer

Trivie

April 2012 – Oct. 2012

Lead QA Tester / Full-time

- Black and grey box tested their game
- Created, Modified, and managed test plans, smoke tests, and checklists
- Worked in a agile Environment
- Influenced game design by participating in meetings and brainstorm sessions
- Supported the project and team to accomplish tasks as needed
- Worked remotely and on site

Environment: Hansoft, XCode, TestFlight, Google Docs

Game Circus

Feb. 2012 – April 2012

Game Tester / Full-time

- Black box tested multiple games
- Opened tickets so developers would know what to fix

Environment: iTunes, XCode, JIRA, Mobile

UT Dallas

July 2010 – Feb. 2012

Lab Tech/ Part-time

- Checked out equipment
- Gave on the spot tours to students and answered questions
- Helped students with software issues
- Maintained and supported projectors and speaker systems
- Assisted lost and found
- Cloned hard-drives for use and reuse
- Kept computer labs updated with the latest versions of each software and drivers

Environment: PC, Mac, Microsoft Office, Maya, Max, Zbrush

Education:

University of Texas at Dallas 2008-2011
Bachelors of Arts and Performance

Activities:

Church, Video Games, Traveling, Volunteering

Achievements:

Released 1st Title: Age of Thrones July 2010 – Feb. 2012
- Created the towers for the tower defense game Age of Thrones

Skills:

Project Management, Process Improvement, Creative Problem Solving, Leadership,
Microsoft Office, Google Drive