

Cordelia Emory

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<http://cemoryportfolio.weebly.com/>

Job Experience

BDO USA, LLP Seattle, WA

Office Assistant & Assurance Administration Assistant

- Organized and improved office storage spaces for efficient use
- Repaired out of date Excel tables for administrative requests and created an automated system to better track and monitor incoming requests
- Provided training to new hires on office and administrative procedures and software
- Processed requests made for Peoplesoft, GoFileRoom and DocuSign

Sentry Services Pasadena, CA

Associate

- Entered weekly client billing and deposits into Quicken and prepared for mailing
- Archived client documents digitally and physically
- Implemented organization solutions to improve task efficiency
- Provided IT support for the office

Clinical Tools Inc. Chapel Hill, NC

Unity Programmer and Game Designer

- Recreated Javascript and C# games in Unity3D for easier platform migration
- Created design documentation for new projects
- Worked as the Design Lead for multiple intern driven projects
- Worked as the Design Lead of a content creation engine in Unity3D
- Shipped titles: Food Fight, Grocery Hunt, Clinical Encounters: Platform, Swipe Away

Skills:

- Adobe Flash Professional, Adobe Photoshop, Perforce, GitHUB, Unity3D, UDK
- C#, Javascript, Unrealscript, Actionscript, PHP, HTML
- MS Excel, MS PowerPoint, MS Publisher, MS Word, MS Power Automate
- Peoplesoft, GoFileRoom, DocuSign
- Design Documentation, Gathering and Documenting User Requirements, Assembling Version Build Notes
- Meeting Management and Facilitation, Resource Management

Bachelor of Science - Game Design

Full Sail University - September 2013 **GPA: 3.63**

Valedictorian

Recipient of the Advanced Achiever Award