



About Me

Experienced in project management and roadmap development. Has a proven track record of leading multidisciplinary teams and delivering solutions in creative, art, programming, and more. Is skilled in Jira, Asana, and Microsoft Project to optimize workflows and ensure timely project delivery.

Website

avbonilla.com

LinkedIn

<https://www.linkedin.com/in/avb-kw/>

CONTACT

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EDUCATION AND CERTIFICATIONS

AAS Collin College Spring Creek -
2017

Project Management Certification
Emory University – 2025

AMANDA V. BONILLA

WORK EXPERIENCE

Project Manager

Ferry GodMother Productions

2021 – Present

- Manages project timelines and schedules using Jira, creating visual roadmaps ensuring goals, scope, schedules, and deliverables are met within a timely manner
- Maintains communication with teams, clients, and stakeholders to ensure goals are met
- Strong written and verbal communication skills, with the ability to summarize complex information for clear understanding
- Manages company projects in Virtual Reality, providing live services hosting on Steam and Oculus VR
- Reduced expenses by \$10,000 by leveraging internal talent and resources to complete projects in-house to improve budget efficiency
- Drives product improvement and enhance user experience by reviewing client feedback on product performance,
- Facilitates weekly multidisciplinary team meetings to identify risks, reviews, and maintaining a clear plan of record and communication
- Conducts monthly one-on-one meetings with team members to review self-evaluations, assignment progress, and overall project status
- Provides constructive feedback to team members and helped them resolve obstacles and challenges with interpersonal skills and empathy to ensure any misalignments and resolved



AMANDA V. BONILLA

Director - Report Card Episode 3

Fountain Pen Productions

2023 – Present

KEY SKILLS AND COMPETENCIES

- Project Management
- Roadmap Development
- Jira
- Asana
- Microsoft Project
- Google Docs
- Google Sheets
- Documentation

LANGUAGES

- English
- Spanish

- Maintains projects for a diverse team of employees, including animators, concept artists, background painters, musicians, storyboards, scriptwriters, and client goals
- Tracks status of each team member and department to ensure goals, milestones, and any challenges are met and resolved
- Maintains vision of animation with client feedback and consistency over previous and future episodes
- Maintains detailed project documentation for team members, outlining status reports, timelines, challenges, issues, to ensure transparency and informed decision-making
- Co-hosts bi-weekly team meetings to address deadlines, resolve issues, and gather client feedback to drive product improvements
- Maintains communication with client to ensure projects, goals, and resources are aligned with project objectives
- Ensure finished projects are put online to streaming services

Project Coordinator - Report Card Episode 1 & 2

Fountain Pen Productions

2023 – Present

- Maintained projects for a diverse team of employees, including animators, concept artists, background painters, musicians, and scriptwriters
- Worked closely with leadership to deliver status reports, schedules, and milestones
- Created detailed project documentation for team members, outlining status reports, timelines, challenges, and issues to ensure transparency and informed decision-making
- Maintained communication among team members to ensure clear direction, met deadlines, and provided additional resources to the team
- Worked with leadership to maintain accurate reports, deadlines, and other duties
- Attended meetings, took notes, and relayed information from the director due to time zone constraints during weekly meetings