ARED BARBER

Production Coordination | Administration Specialist | Team Leadership

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SUMMARY

Dynamic production coordinator with over 10 years of experience in operations direction and project management, expert in scheduling proficiency, pipeline understanding, and leading cross-functional inclusive, innovative, and growth-oriented teams.

EXPERIENCE

08/2024 - 09/2025

Personal Development

World Travel & Skills Enhancements

· Dedicated time for travel and expansion of professional career skillsets.

08/2019 - 06/2024

Department Director

Vancouver, Canada

Visual College of Art and Design

- Led and supervised 30+ cross-disciplinary department staff, including hiring, training, and performance evaluations.
- · Oversaw daily department operations, while driving data-driven research initiatives to enhance academic effectiveness, for on-campus, and remote learning.
- · Prepared analytic reports, and presented to both academic institution and provincial academic oversight officials.
- Mediated all instructor and student queries and concerns.
- Managed \$500k+ regulated budgets, and managed data-driven research, ensuring optimal resource allocation.
- Ensured legal adherence to policies and procedures, including maintenance of electronic and hard copy filing.

09/2017 - 06/2019

Department Supervisor

Vancouver, BC

Department Director

Kickstart

- Supervised, supported and motivated a team of 15 remote project staff.
- · Directed talent task scheduling, content reviews, milestone delivery submissions, and post-mortem retrospectives.
- · Oversaw solutions to pipeline challenges, and worked cross-departmentally to address technical issues.
- · Interpreted client and director briefs, providing clear, targeted, comprehensive, daily direction schedules to the team.

09/2015 - 07/2017

Vancouver, BC

Archiact

- Recruited, trained and directed a team of 15+ staff in a fast-paced, supportive project development environment.
- Developed the core strategy for visual content production, incorporating notes from clients and project stakeholders.
- · Owned creation and implementation schedules for all asset content, ensuring seamless development and delivery.
- · Worked cross-departmentally with production, engineering, marketing, senior management, and project stakeholders. Oversaw \$500,000+ budgets for multiple internal and client-driven projects, with several occurring simultaneously.
- Successfully optimized staff schedules, creating a \$150K+ savings, by reducing need for dedicated, per-project talent.
- · Collaborated with marketing to expand on promoted project design advertising, and improve user engagement.

06/2013 - 08/2015

Department Manager

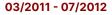
Vancouver, Canada

- · Instructed and supervised an on-site project team of 7, communicating daily feedback and task scheduling.
- Created, assigned and tracked team tasks, ensuring completion times according to production milestones.

09/2012 - 05/2013

Personal Development

· Dedicated time for travel, to expand knowledge in adaptability, communication, and cultural perspectives.



Department Lead

Vancouver, BC

Prime Focus

- · Facilitated scheduling, and daily feedback for 8 department staff members, across multiple simultaneous projects.
- · Coordinated with production staff, directors, and stakeholders to ensure transparency, quality, and efficiency.

ROLE CERTIFICATIONS

- JIRA Agile Project Management
- Agile Scrum Master Training (PSMI)
- **Practical Project Management for Managers**
- Professional Office Administration Management
- Artificial Intelligence for Leaders

















ADMINISTRATIVE SKILLS

Microsoft Suite Google G-Suite Jira Agile Methodologies Autodesk Flow Production Tracking

Generative A.I. LLMs Ticketing Systems Intranet

CORE COMPETENCIES

Communication	Time Management		Organizat	tion	Collabor	ation Recruitment		Training	Scheduling
Strategic Planning	Multitasking		Budgeting	Adaptability		Problem-Solving		Animation	Autodesk
Spreadsheets	Spreadsheets Diplomatic Atter		tion to Detail Cr		ativity	Self-Motivation			

CHARACTER & PROFESSIONAL REFERENCES

Available Upon Request