

JARED 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

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Personal Development
World Travel & Skills Enhancements
 - Dedicated time for travel and expansion of professional career skillsets.


- 08/2019 - 06/2024

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Department Director
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.



Vancouver, Canada
- 09/2017 - 06/2019

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Department Supervisor
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.



Vancouver, BC
- 09/2015 - 07/2017

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Department Director
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.



Vancouver, BC
- 06/2013 - 08/2015

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Department Manager
ICON
 - 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.



Vancouver, Canada
- 09/2012 - 05/2013

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Personal Development
World Travel
 - Dedicated time for travel, to expand knowledge in adaptability, communication, and cultural perspectives.


- 03/2011 - 07/2012

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Department Lead
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.



Vancouver, BC

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	Organization	Collaboration	Recruitment	Training	Scheduling
Strategic Planning	Multitasking	Budgeting	Adaptability	Problem-Solving	Animation	Autodesk
Spreadsheets	Diplomatic	Attention to Detail	Creativity	Self-Motivation		

CHARACTER & PROFESSIONAL REFERENCES

Available Upon Request