

jadinwilkening@gmail.com

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Jadinwilkening.com

Education

05/2024

Bachelor Of Science:

Computer Science And
Mathematics

Randolph College

Media Arts And Animation

The Art Institute Of Colorado

Computer Engineering

**Pikes Peak Community
College**

Skills

Production Coordination

- Scheduling & Calendar Management
- Meeting Notes & Follow-Up
- Production Tracking & Documentation
- Cross-Team Communication
- File Organization & Archiving

Software

- Google Workspace, Excel, SharePoint, Power BI, Slack

Pipeline & Tool Familiarity

- Maya, Blender, RenderMan, Python

Jadin Wilkening

Summary

Production support professional who thrives on the unglamorous stuff that keeps a team moving: schedules, follow-ups, documentation, and the occasional gentle nudge. Background coordinating cross-functional teams (up to and including a simulated NASA mission), with working familiarity in Maya, Blender, and RenderMan. Ready to point that same energy at a CG pipeline.

Experience

NASA - Disasters Program Intern

08/2023 - 05/2024

- Automated data collection and reporting to help teams meet tight deadlines.
- Built simple internal tools to organize and visualize information for shared use.
- Flagged issues early and helped troubleshoot problems as they came up.

**NASA L'Space Mission Concept Academy - Lead Business
Administrator Intern**

08/2021 - 12/2021

- Coordinated team communication and scheduling for a large, multi-team project simulating NASA mission operations.
- Helped organize and track project information to support clear reporting and decision making.
- Acted as a central point of contact between team members to ensure alignment and follow through.

NASA College Aerospace Scholars - Project Manager Intern

08/2019 - 05/2020

- Coordinated a cross-disciplinary team working on a Mars rover simulation project.
- Managed timelines and communication across engineering, administrative, and safety focused teams.
- Ran regular check ins and shared updates to keep everyone aligned on goals and progress.