

Oo Xin Man

PORTFOLIO: [ILLUSTRATION](#) • [VIDEO](#)

+65 8858 4039 | [WHATSAPP](#) | [TELEGRAM](#) | [LINKEDIN](#)
DOUBLEOXM@HOTMAIL.COM
WWW.HANDXMADE.COM
SINGAPORE

Education

2012 – 2015

Diploma in Music and Audio Technology

Singapore Polytechnic

2008 – 2011

**O Level (Express Stream)
LIR4 – 13 points**

Shuqun Secondary School

Software

Photo Editing/Design Software

- Adobe Photoshop
- Affinity Photo
- Affinity Designer
- Procreate

Video Editing Software

- Blackmagic Design DaVinci Resolve
- Final Cut Pro X
- Adobe After Effects

Music Software

- Sibelius 7
- Logic Pro
- Reaper

3D Software

- Blender – *Beginner*

Game Engine

- Unity – *Beginner*

Languages

English – *Business Proficient*

Chinese – *Proficient*

Japanese – *Elementary*

Korean – *Elementary*

Relevant Experience

Junior Project Manager

Deep Dive Studios

Jan 2023 - Present

- Assist in project milestone planning, resource allocation, managing agendas, scheduling and hosting meetings
- Prepare and maintain project documentation, including status reports and meeting minutes
- Create and maintain tasks in project tracking platforms (JIRA)
- Coordinate with cross-functional teams to track project progress and ensure timely delivery
- Assist in the identification and mitigation of project risks and issues
- Collaborate and facilitate communications with team members to improve project management processes and scrum methodologies
- Delivered VR combat sports game, Virtual Taekwondo, which was featured in Olympic Esports 2023

Junior Marketing Artist

Mighty Bear Games

Feb 2022 - Sep 2022

- Plan, document, execute, and host group recording sessions for promotional B-Roll social content featured on [App Store](#) (Unity)
- Create marketing art static and video assets for all brands (Photoshop, After Effects)
- Document and administer marketing art SOPs (eg. file naming conventions, asset file locations)
- Support management of outsourcers, guiding and creating resources for marketing art processes

Assisted in Disney Melee Mania project on:

- 3D rendering of characters for marketing art (Blender)
- Paintovers of rendered characters
- Creation of character cosmetics

Community Manager

Mighty Bear Games

Oct 2021 - Feb 2022

- Plan, manage, and execute social media initiatives
- Assist QA team with execution of test cases for staging development and submission cycle of Disney Melee Mania
- Record in-game B-Roll for promotional videos for Disney Melee Mania
- Design and create a [landing page](#) for Disney Melee Mania
- Support marketing art management

Workflow Setup (documentation, organisation, planning, kickstart) for:

- Social media accounts for Disney Melee Mania
- Discord community management tools for Disney Melee Mania
- Player support CRM tools
- Social media management tools
- Social media calendars with new project management tool (ClickUp)

References

Vincent Kway

Head of Production, Refract Technologies
Email : vincentkws83@hotmail.com

Benjamin Chevalier

Growth/Art, Mighty Bear Games
Email : ben@mightybeargames.com
[Recommendation Letter](#)

Simon Davis

CEO, Mighty Bear Games
Email : simon@mightybeargames.com

Morby Lin

UI/UX, Mighty Bear Games
Email : morby@mightybeargames.com

Experience (cont.)

○ **Marketing Internship**

Mighty Bear Games

Jul 2021 - Sep 2021

- Plan, organise, and create scripts and storyboards for a promotional video featured on [SGGA Industry Day 2021](#)
- Research, record, edit, and document a Podcast Initiative Playbook
- Kickstart, record, edit, and document a "Get-to-know-us" 1-minute interview video series during the height of COVID-19 pandemic (eg. [1](#) | [2](#) | [3](#) | [4](#))
- Player support, manage community rewards system (Swagger), App Store Reviews
- Social media calendar content planning (eClincher, JIRA)

○ **Owner**

Handxmade

Nov 2015 – Present

Freelance Miniature Artist

- Setup and organise workflow for subscription-based content
- Create edutainment videos timely on a monthly basis for periods of time
- Manage a community and host events with supporters
- Manage, plan, and coordinate large, collaborative client projects
 - [National Heritage Board](#)
 - [Uniqlo Singapore](#)

Freelance Mural Artist / Assistant

- **Machi Machi**
 - Plan and paint murals of Machi Machi's design in three of their F&B outlets ([1](#) | [2](#) | [3](#))
- **Artist: Lyyeow**
 - Assist artist Lyyeow in painting of her installation for The Arts House at The Old Parliament (Shot and edited a [video](#) of the process from start to end)

○ **Freelance Podcast Editor**

Lito Labs

Mar 2019 – Nov 2019

- Edit weekly podcast episodes for [The LITO Podcast \(Asia Podcast Awards 2019 Finalist\)](#) from Episodes 16 - 52, processing audio files and adding SFX.

○ **Props-making Apprenticeship**

EdenTechSG

2018

- Manage and craft a full cosplay costume commission from start to end with guidance

○ **Part time Workshop Assistant**

AiClay

Jan 2016 – Dec 2016

- Prepare for workshops, ensuring the precise amount of art supplies and no missing pieces in each package for participants
- Set up and assist the instructor during the day of the workshop, answering questions and guiding participants