

JOSEPH GEISS

OBJECTIVE Entry-level game designer seeking to contribute to gameplay and interaction design at Nintendo of America. Brings AR/VR coursework (Unity/C#) and 19+ years of Navy admin leadership—planning, coordination, QA rigor, and stakeholder communication—to ship polished, player-first experiences.

PROFESSIONAL ACHIEVEMENTS

PROCESS & SYSTEMS

Built trackers/checklists that cut cycle time for awards/evals/leave by ~30%, raising on-time completion above 95%.

Standardized correspondence templates/read-ahead packs; reduced rework and formatting defects to near-zero.

Coordinated competing priorities across departments; maintained clear roadmaps and status comms for senior leaders.

LEADERSHIP & TRAINING

Led/mentored teams of 10 Sailors; cross-trained staff, improved accuracy and throughput on critical workflows.

Cross-trained the department to ensure full coverage for critical programs during leave/TDY and surge periods.

Drove inspection readiness with tickler systems and quality gates; earned commendations for program health.

EXECUTIVE/FLAG SUPPORT & PROTOCOL

Drafted/routed high-visibility correspondence with zero late actions; ensured protocol-correct ceremonies/events.

Managed calendars, travel, and taskers for senior leaders; aligned stakeholders to deliver on hard deadlines.

Maintained audit-ready records; handled sensitive information with strict policy compliance.

SKILLS

Game/XR: Unity (C#), Gameplay scripting, Prefabs, Scene management, Meta Quest 3 testing

Design: UX fundamentals, wireframes, interaction flows, concise design docs, accessibility basics

Tools: GitHub, MS Office/Google Workspace, Adobe Photoshop/Illustrator

Ops/Admin: Scheduling, correspondence control, process mapping, SOPs/QA, event/protocol coordination

Military systems: NSIPS/eLeave, DTS, recordkeeping & compliance

WORK HISTORY

CHIEF YEOMAN (E-7), ADMINISTRATIVE LEADER / FLAG WRITER, 2017 - PRESENT

U.S. NAVY - BRUSSELS, BELGIUM; WASHINGTON, DC; SAN DIEGO, CA

- Implemented SOPs/QC gates that drove >95% on-time awards/evals over 8 cycles.
- Coordinate VIP visits/briefings end-to-end (read-aheads, seating, protocol); deliver error-free events under tight timelines.
- Build lightweight dashboards to visualize taskers and risks; improve cross-directorate alignment and delivery predictability.

ADMIN LEADING PETTY OFFICER (E-6), 2014 - 2017

U.S. NAVY - SAN DIEGO, CA; BRUSSELS, BELGIUM

- Ran awards/evals/leave/gains-losses for a unit of ~300; achieved 100% on-time submissions.
- Trained team on NSIPS/DTS/eLeave and standardized desk guides; lifted first-pass accuracy across all admin products.
- Built trackers that cut rework by ~30% during surge periods, maintaining schedule certainty.

ADMIN SUPERVISOR (E-5 – E-6) 2010-2014

U.S. NAVY - HONOLULU, HI; SICILY, ITALY; SAN DIEGO, CA

- Processed high-volume correspondence and directives; standardized formats, naming, and routing logs to reduce rework.
- Managed DTS orders/vouchers with clean, review-ready files; supported executive travel and itineraries.
- Captured meeting minutes and taskers; tracked actions to closure and improved on-time deliverables.

ENTRY LEVEL YEOMAN / ADMIN CLERK (E-1 – E-5) 2006-2010

U.S. NAVY - HONOLULU, HI; SICILY, ITALY; SAN DIEGO, CA

- Executed core admin: personnel records, eval inputs, awards, leave, message traffic, and mail control.
- Introduced simple trackers/checklists that reduced errors and sped up qualification for new Sailors.

EDUCATION

BACHELOR OF SCIENCE, WEB & DIGITAL DESIGN (XR FOCUS), UMGC - EXPECTED 2025

- GPA: 3.58
- Relevant Courses: Game Design I, Augmented Reality I, Virtual Reality I
- Honors: Dean's List (Summer 2025), selected for Upsilon Pi Epsilon honor society

REFERENCES

AVAILABLE UPON REQUEST