Clarence Ma

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Event and spatial designer with a background in construction coordination. Plans and runs events end to end, from layout and build to hosting and post-event review, and keeps multi-party projects on schedule.

EXPERIENCE

Community Operations Coordinator · Online gaming community, remote — Feb 2026 – Present

- Inherited the role after a full leadership turnover with no SOPs or event records, and rebuilt community operations without interrupting live programming.
- Design and lead a monthly online event series end to end: planning, virtual venue setup and teardown, execution and hosting, directing builders on each event's layout and atmosphere.
- Lead a 5-person management team and 3-person event committee; run weekly check-ins, set agendas and follow up on action items.
- Authored a 5-stage event playbook with QC gates and designed the Event Viability Index, a weighted scoring framework for go/no-go and post-event review; events average 91.5% with about 30 attendees.

Project Coordinator · ARK Engineering Consultant, P.C., Wantagh, NY — Jan 2025 – Mar 2026

- Managed scheduling, timelines and documentation across 6 concurrent mixed-use building projects, keeping contractors, city officials and inspectors aligned; improved cross-team efficiency by 30%.
- Built the master inspection tracker mapping past, present and forecast agency milestones, blockers and the permits tied to them.
- Served as lead inspector on an on-site NYC Department of Buildings energy-code audit, taking measurements and photographs and coordinating the architect of record, general contractor and DOB compliance agent; resolved all compliance issues and secured sign-off on schedule, limiting the contractor's exposure to delays.
- Worked directly with engineers and architects of record, general contractors, vendors and project managers, including vendor discussions of equipment weight and load requirements.
- Supported projects through closeout, including one new building opening, preparing DOB closeout and inspection paperwork.

Giant Expert / Lead Instructor · The Giant Room, New York, NY — Feb 2022 – May 2025

- Designed STEAM programs and workshops and ran live sessions, troubleshooting technical issues on the spot.
- Communicated daily with students, parents and partners in person, by email and by phone.

3D Student Technician · Parsons School of Design, New York, NY — Sep 2021 – May 2023

- Maintained 5 types of networked 3D printers, cutting printing errors by 50% and equipment downtime by 25%; managed lab scheduling and student training.

SELECTED PROJECTS

Between the Columns (2026, in progress). Event-space design and simulation study for a warehouse with fixed columns, comparing layouts, access and simulated guest movement.

Mini-Crane Placement & Design (2025). Placement plans and a tie-back safety system for a mini crane in Long Island City; approved by the NYC Department of Buildings on August 6, 2025.

Commercial Warehouse (2025). Took on-site measurements and drafted a shop drawing placing a mezzanine, equipment racks and an outdoor shed to meet fire-code clearances.

Serene Hide & Seek (2026). Led an online community event, authoring its objectives, rules, playtest notes and briefing scripts, with collaborators contributing ideas, testing and support.

Create Mode in Progress (2022). Lead developer of an augmented-reality experience for in-person workshops; its success led to partnerships with The Little Island and Southampton Arts Center.

EDUCATION

Parsons School of Design, New York, NY · BFA Design and Technology, Concentration in Creative Technology · 2020 – 2023

SKILLS

Coordination: Event planning and hosting · scheduling and timelines · stakeholder and vendor coordination · trackers, status reports and playbooks · QA review

Tools: AutoCAD · Rhino · Fusion · Blender · Adobe Creative Suite · Unity · TouchDesigner · Procore · Microsoft Office · Google Workspace