

Cici Zheng

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SUMMARY

Highly organised and detail-oriented professional with hands-on experience across business operations, event coordination, and fast-paced production environments. A recent graduate of Gnomon School of Visual Effects (Best of Term winner), with a strong foundation in working under pressure, collaborating across teams, and keeping complex projects on track. Additional experience includes running day-to-day operations for a start-up, planning and executing international business trips, and coordinating large-scale events. Known for being reliable, proactive, and calm under pressure. A natural problem solver who anticipates what's needed, gets things done before being asked, and keeps everything running smoothly behind the scenes.

CORE SKILLS

Administrative & Executive Support: Calendar Management, Travel Coordination, Expense Tracking, Meeting Coordination, Agenda Preparation, Record Keeping, Production Coordination, Valid CA Driver's License

Production & Operations: Task Prioritisation, Timeline Management, Event Planning & Execution, Inventory & Resource Management, International Procurement, Budget Tracking, Multi-department Collaboration

Communication & Client Relations: Professional Written & Verbal Correspondence, Cross-Team Collaboration, Client-Facing Support, Vendor Outreach, Stakeholder Updates

Office Productivity Software: Google Workspace | Microsoft 365 Suite | Task management software

Languages: English (Fluent), Mandarin (Native), Cantonese (Conversational)

CG & Production Software: Houdini | Maya | Unreal Engine | Nuke | DaVinci Resolve | Adobe Creative Suite

EXPERIENCE / PROJECTS

Art, Marketing & Operations Director

Apr 2026 - Present

Fingertips Theatre, LLC

Los Angeles, CA

- Established the LLC from the ground up, handling all business registration, compliance filings, payroll infrastructure, and financial tracking
- Managed end-to-end logistics, including inventory sourcing and supplier outreach across international markets
- Planned and executed an overseas procurement trip, coordinating travel logistics, vendor meetings, and material sourcing independently
- Leading and directing the product design and creative production team, overseeing design direction and development from concept through execution

Director, Project Coordinator and 3D Artist

Nov 2025 - Feb 2026

Thawed

Los Angeles, CA

- Led a multi-person production from initial planning through final delivery, managing the full schedule and asset pipeline, tracking tasks across all departments, and reducing bottlenecks to keep the team working efficiently
- Served as the central communication link between artists, gathering feedback and advice from mentors and industry professionals to keep the project aligned with our creative goals
- Responsible for FX, USD pipeline, Texturing and Look development, and Compositing

3D Artist - FX, Environment building, Lighting and Compositing

Oct 2024 - Apr 2025

Guidance

Los Angeles, CA

- Collaborated as part of a group production team from pre-production through final delivery, responsible for FX simulations, environment building, lighting and rendering in Karma/Solaris, and compositing in Nuke

Event Support and Planning

Jun 2024 - Jun 2025

Gnomon School of Visual Effects, Games & Animation

Los Angeles, CA

- Assisted with venue setup, cleanup, traffic control, and guest reception for large-scale events, and led campus tours as Open House Tour Guide, serving as main point of contact for prospective students and families

School Leadership - Masada College

Jan 2020 - Nov 2021

Chinese Debating Club President

Sydney, NSW

- Coordinated internal and cross-school sessions, acted as key liaison between the competition organiser, coach, and team members, and led the team to win the 2020 VIC & NSW Chinese Debating Championship

School Prefect (Head of Art)

Mar 2021 - Nov 2021

Kincoppal Rose Bay

- Led planning and execution of school-wide events including Culture Diversity Day, inter-school art competitions, and a 3-day Year 7 pathway camp, coordinating across committees, teachers, sponsors, and external vendors

AWARD & RECOGNITION

Gnomon Best of Term - Animation & Scene Category | Winter 2025

Gnomon Scholarship - Award for Artistic Excellence | 2022

VIC & NSW School Chinese Debating Championship - Champion | 2020

EDUCATION

Bachelor of Fine Arts, VFX concentration

Apr 2022 - Jun 2025

Gnomon School of Visual Effects, Games & Animation, North Hollywood, CA, USA

3D Animation Foundations - CUA20220

Apr 2021 - Oct 2021

Academy of Interactive Entertainment, Ultimo, NSW, Australia + Online distance study