

Cici Zheng

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SUMMARY

Highly organised creative professional with a strong foundation in production pipelines and content workflows, graduated (Best of Term winner) from Gnomon School of Visual Effects Digital Production program. Comfortable across all stages of production, experienced in leading and collaborating on group productions, planning and supporting large-scale public events and managing operations and international logistics for a start-up. Known for being collaborative, reliable, calm under pressure, and quick to adapt. Eager to grow inside a creative team, take direction well, and support the production at every stage.

CORE SKILLS

CG & Production: Dynamic Effects Simulation, Pipeline Development, Look Development, Rendering, Editing, Compositing, Scripting Houdini | Maya | Unreal Engine | Nuke | DaVinci Resolve | Adobe Creative Suite

Production Coordination & Scheduling: Task Prioritisation, Timeline Management, Realtime Troubleshooting, Resource Coordination, Vendor Outreach, Call Sheet Management, Status Reporting

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

Google Workspace | Microsoft 365 Suite | Task management software

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

EXPERIENCE / PROJECTS

Art, Marketing & Operations Director

April 2026 - Present

Fingertips Theatre, LLC

Los Angeles, CA

- Managed end-to-end logistics including international inventory sourcing, vendor outreach, and an overseas procurement trip coordinating travel, vendor meetings, and material acquisition
- Recruited and onboarded the core creative team, serving as the primary communication link between operations, creatives, and company ownership
- Leading product design and creative direction, overseeing development from concept through execution

Director, Project Coordinator and 3D Artist

Nov 2025 - Feb 2026

Thawed

Los Angeles, CA

- Originated the project concept, shaped the narrative direction, and led the production from initial planning through final delivery.
- Managed the full production schedule, tracking tasks and keeping all departments aligned
- Asset management and pipeline development to reduce bottlenecks and 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, Environments building, Lighting and Compositing

Oct 2024 - Apr 2025

Guidance

Los Angeles, CA

- Simulated large-scale ocean and whitewater effects, sand simulation, guided hair simulations, and built scalable landscape environments with reusable assets using Houdini and SpeedTree. Lighting and rendering in Karma/Solaris and compositing in Nuke.

Event Support and Planning

Apr 2023 - Jun 2025

Gnomon School of VFX, Games and 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

- 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