

ZIYI CAO

VFX Production Coordinator

An experienced film professional with comprehensive accreditation in short and feature films, television programs, and advertisement productions. Coming from a solid finance and business academic background, I specialise in project management and budget control, and have successfully produced several award-nominated independent films. Constantly looking for the right opportunity to apply my skills and grow alongside a team of the talented.

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🎬 m.imdb.com/name/nm11137842/

WORK EXPERIENCE

Production Manager

roarlight Ltd. [↗](#)

11/2023 - 11/2023

London, UK

Achievements/Tasks

- Structure and monitor the **overall production operations**, ensure seamless coordination and execution of all project elements.
- Developed and implemented efficient **production schedules**, optimising resource utilisation and meeting tight deadlines; Established and maintained effective communication channels with key stakeholders, facilitating smooth information flow and issue resolution.
- Collaborated with department heads to oversee budgeting and cost control measures, achieving a **10% cost reduction** without compromising quality.
- Led a team of **over 50** production staff, providing clear direction, support, and fostering a collaborative working environment.
- Negotiated and secured favorable contracts with vendors and service providers, contributing to a **15% reduction** in production expenses.
- Strong **budgeting and financial management** skills, with a proven track record of delivering projects within budget constraints; In-depth understanding of **industry regulations and best practices**, ensuring compliance and mitigating potential legal risks.
- On-going project: [Testament: The Series \(2024\)](#)

Contact: Paul Syrstad - paul@roarlight.com

VFX Production Coordinator

DNEG [↗](#)

01/2022 - 11/2023

London, UK

Achievements/Tasks

- Organising Show Dailies and client communications; Managing incoming/outgoing client data; Clients including **WarnerBros.**, etc;
- Liaising across departments to monitor day-to-day crew member activities, and weekly targets; Comprehensive use of **FTP** services; In-show data **I/O** operations; **Shotgun database** management.
- Coordinating with the Production Manager and Line Producers to fulfil crew management, human resource, and scheduling responsibilities.
- **Successfully trained** new Production Assistants and Show Coordinators since joined company.
- Completed project: **Meg 2: The Trench (2023)**, **Fast X (2023)**. On-going project: **That Christmas (2024)**.

Contact: Simone Ceresato - scer@dneg.com

WORK EXPERIENCE

Assistant To the Director

Warbird Productions II UK Ltd. (Marvel Studios, LLC) [↗](#)

07/2021 - 01/2022

Slough, UK

Due to the Marvel Studios security protocols, more details inc. contact person can be provided upon request.

Achievements/Tasks

- Coordinate with the Director's creative vision, script development, and managing Director's daily itinerary;
- Execute daily PA and PC responsibilities for the unit which contains over **300** crew members;
- Practice proactive cross-department communication with **HODs and Hollywood cast** members;
- Completed project: **The Marvels (2023)**.

Associate Producer

RED Culture Diffusion Ltd.

05/2019 - 05/2021

London, UK

Achievements/Tasks

- Successfully developed **strong business relationships** between the employer and the international coordination companies, including the reputed British film production company, **Believe Media**;
- Delivered several **high-budget international projects** throughout 3 years of collaboration; Performed in the preliminary coordination of overseas shooting for Chinese projects and the association of the international team;
- Overseen in the collaboration with SAG talents/celebrities such as **Gal Gadot**, and the docking work between the international and Chinese production teams.

Contact: Vincent Qiang - max.qiang@qq.com

Operations Manager

Euroterra Capital [↗](#)

05/2019 - 03/2021

London, UK

Summary

- Responsible for the **sales and operations** of the company's international property projects; Coordinated with the **marketing** department in regard to promotional materials; analysed and reported the company's business developers' daily and monthly performance;
- Completed administrative and legal tasks; Completed over **200** deals during incumbency;
- Responsible for the drafting of service/rental/supplementary agreements, and other **legal contracts**; Closed over **150** service agreement contracts with various Real Estate agencies;

Business Development Manager

LEOS International [↗](#)

08/2018 - 05/2019

London, UK

Summary

- Scouted and conducted acquisitions with financial prospects that yield **2 million** in revenue; Increased the company's acquisition success rates by **5%** ;
- Conducted exemplary research, **financial analysis and modelling** for the acquisition estimations;
- Maintained cordial and professional relationships with internal departments, construction distributors, and clients.

Production Assistant (Internship)

Zhejiang Jumi Culture Communication Co., Ltd. [↗](#)

03/2017 - 09/2017

Hangzhou, China (Remote)

Summary

- Participated in **aired TV program production**; Liaised with **studio, crew, and producers** while effectively addressing on-location crises and issues.
- Supervise the artistic quality and production progress during the filming period. monitor production costs to keep in line with the approved budget; Reached **lower than 2% over budget** during the End-of-Project audit;

SKILLS & SOFTWARE

Microsoft Excel

MS Project

Autodesk ShotGrid

Filemaker

Aspera

Cinesync

5th Kind

Linux

Adobe Creative Suite

Teradici

Movie Magic

Scenechronize

Asana

Google Workspace

FTP

StudioBinder

Cinema 4D

ZBrush

Unreal Engine

Quixel Bridge

Crew Allocation & Resourcing

Clients & Artists Communication

Project Management

VFX Production Pipeline

Vendor Experience

EDUCATION

MA Film (Producer Pathway)

University of the Arts London - LCC

09/2017 - 11/2018

London, UK

MSc Accounting and Finance

Queen Mary University of London

09/2015 - 01/2017

London, UK

BA (Hons) Finance and Business Communication

University of Portsmouth

09/2013 - 06/2015

Portsmouth, UK