

Gabrielle Fisher

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Summary

Production professional with 4+ years supporting multidisciplinary animation, VR, and interactive media teams through production scheduling, documentation, meeting coordination, stakeholder communication, and project tracking. Experienced collaborating across artists, designers, engineers, and leadership to keep productions organized and on schedule.

Work Experience

AEM Creations - Production Coordinator March 2026 - Current

- Create timelines, contractor assignments, meeting schedules to support multiple projects.
- Coordinate asset tracking for both full-time employees, interns and contractors
- Develop production workflow and establish architecture for development across projects.
- Organized founders calendars and meeting schedules for fast-paced timelines

LIVE Lab - Production Coordinator May 2023 - January 2026

- Lead a management team and coordinated with external clients to create project scope, deliverables, and acceptance criteria resulting in 8 published projects.
- Facilitated production for a team of ~30 contributors, tracking milestones and facilitating weekly sprint reviews to identify production risks and deliver on deadline.
- Serve as primary client liaison for project views and demos, preparing presentation decks, coordinating feedback cycles, and traveling for on-location demonstrations.

LIVE Lab - Production Assistant May 2022 - May 2023 (Promoted)

- Developed standard Confluence documentation and Jira workflow to improve clarity between art, development, and design teams of around ~30 members.
 - Created and maintained project charters, Gantt schedules, risk logs, and limited milestone slippage; leading to the completion of 4 projects on schedule.
 - Established note-taking rhythms in meetings, scheduled client and internal meetings.
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Professional Projects

AFIMSC and DOD Project - 2024-2025

Software: Houdini, Unity, Jira, Confluence

VR Training Modules for Classified Air Force Project

- Organized a team of 10 to publish the project within budget and deadline
- Scheduled and Lead meetings with Clients, Subject Matter Experts, Stakeholders, including creation of program update decks.
- Established timeline for project and created security procedures.

Virtual Disaster Day - 2023-2024

Software: Houdini, Unreal Engine, Jira, Confluence

PC Game created to train nurses on navigating a disaster scenario.

- Acted as both Project Manager and Production Coordinator to successfully lead 5 teams.
 - Scheduled and facilitated client engagement, establishing expansion opportunities to potential investors to increase the budget.
 - Chartered internal milestones and deadlines to maintain project schedule.
 - Utilized documentation and timelines to complete projects and maintain workflows.
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Skills

Productivity: Atlassian Suite (Jira, Confluence), ShotGrid, Microsoft Suite

Programming: C++, Python

Education

Texas A&M University / Visualization

Bachelor of Science (2023) - Minor in English

Masters of Science (2025)