

**SKILLS**[hello.momoflow@gmail.com](mailto:hello.momoflow@gmail.com)[linkedin.com/in/aisha-momoh](https://linkedin.com/in/aisha-momoh)[momoflow.ca](https://momoflow.ca)

Production Tracking and Scheduling | Asset Management | Team Coordination | Process Documentation  
Autodesk Flow (ShotGrid) | Google Workspace | Google Sheets | Toon Boom Harmony | Premiere Pro | Photoshop

**Production Coordinator**

*The Fisherman and the Flame, Sheridan College — Sep 2022 – Apr 2023*

Stepped in mid-production when one PM departed. Stabilized 11-person production across design, animation, FX, and compositing departments, delivering project on schedule.

**Key Achievements:**

- Built Google Sheets tracking system adopted by 75%+ of year cohort, becoming production standard for thesis films.
- Established file management protocols that prevented conflicts and improved asset discoverability across departments.
- Created technical onboarding documentation, reducing coordination overhead and enabling team autonomy.
- Extended tracking system to struggling neighboring team; intervention credited as instrumental to their completion.

**Project Coordinator & Illustrator**

*Pickering Museum Village (via Oddside Arts) — Jun 2023 – Aug 2024*

Managed multi-format historical video production from scoping through delivery. Coordinated 21 illustrations, full animation, and bilingual video for museum installation.

**Key Achievements:**

- Rescued failing video production when initial draft proved unusable; rebuilt as sole artist, animator, and editor to meet museum deadline.
- Project awarded Civic History Award by Pickering Museum Village.
- Video selected as recurring installation for Grade 7 educational curriculum, reaching students regularly.
- Coordinated cross-team production with sound designer, delivering on schedule.

**Project Coordinator & Designer**

*No. 2 Construction Battalion (via Oddside Arts) — Aug 2025 – Nov 2025*

Managing multi-format presentation redesign for historian's educational content across live speaking, interactive exhibit, and promotional video formats.

**Key Achievements:**

- Scoped complex project and structured clear deliverables, securing client approval and increased budget.
- Delivered content restructure and promotional video ahead of schedule.

**2D Character Rigger**

*Coyle Films, Ottawa, ON (Remote) — Jan 2022 – Mar 2022 | Sep 2024 – Mar 2025*

**Key Achievements:**

- Created production-ready rigs in Toon Boom Harmony for Queen Maeve feature film, optimized for animator workflow.
- Collaborated with director to refine designs and align with project vision.

**Character Designer**

*Coyle Films, Ottawa, ON (Remote) — Jun 2021 – Aug 2021*

**Bachelor of Animation | Sheridan College, Oakville, ON — 2020 – 2024**

Training in animation production, teamwork, and creative problem-solving. Built strong foundation in both artistic and organizational skills.

**Elective - Creative Leadership & Problem Solving**

Explored leadership strategies, collaboration methods, and structured approaches to tackling challenges in creative environments.

**Mayhem Production Coordinator Course — 2025**

*Certification in progress*

Focused instruction in animation/VFX production pipelines, scheduling, asset tracking, and communication strategies for smooth project delivery. Training in Flow Production Tracking (ShotGrid).