

# Daniel Pappas

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## SUMMARY

Years of office assistant and on set experience for commercials, TV shows, corporate conferences, and indie feature films. Accustomed to high intensity work environments. Hard-working, adaptable, and focused while under pressure.

## PROFESSIONAL/RELEVANT EXPERIENCE

### Office Production Assistant, Various Productions

2015 - 2022

Run production errands including craft services, catering requests, and rental pickups  
File production expense returns/invoices, reconcile petty cash  
Create and deliver call sheets, shot lists, talent NDA forms, and schedules

### Assistant Editor, EarthX TV

2020 - 2022

Organize requests and deliverables for production companies and playout partners  
Translate and export timecoded Spanish captions for English broadcast  
Edit finalized TV episodes according to playout partner standards for commercial partners

### Assistant Spanish Interpreter, Various Productions

2018 - 2023

Schedule interpreter assignments, log invoices, track payment schedule  
Review finished translations of grant proposals, client interviews  
Interpret Spanish in conference events, insurance interviews, and prison visitations

### Audio Assistant, Various Productions

2018 - 2022

AT&T, Toyota, A&E, What Do You Meme Board Game, Indie Feature Films, Shorts  
Lightning-fast talent miking for CEOs, comedians, Olympians, and high-profile actors  
Implement and address producer's sound requests on location with assistant director and crew

### Technology and Media Consultant, Grace Presbytery

2016 - 2018

Address technical questions for a high-volume customer support email  
Schedule events online for clients and member organizations  
Prepare quarterly conference ticketing system and finalize on-site presentation setup

## EDUCATION

**Southern Methodist University** | Dallas, TX  
B.F.A. in Film and Media Arts

## SKILLS AND EXPERTISE

- Fluent Spanish Interpreting
- Google Workspace Suite
- Microsoft Office Suite
- 85WPM
- WordPress Capable
- Adobe Premiere Pro and Acrobat
- Discord, Slack, Teams
- Final Draft

## VOLUNTEER WORK

- Spanish Interpreter, PG Food Pantry
- Spanish Interpreter, Paz y Esperanza – Peru
- Venue Captain, Oak Cliff Film Festival
- Promo Producer, Christian Volunteers in Thailand
- Video Producer, Paz y Esperanza - Peru
- Board of Directors, Young Adult Volunteer Alumni