

Danielle Grimaldo

Runner / Production Assistant

[LinkedIn](#)

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Daniellezgrimaldo@gmail.com

London-based / willing to travel

DBS check available . Driver Licensed

Profile

Administrative and production experience in film studios and on location over the past four years. Experienced in coordinating crew communication, anticipating crew and talent needs on set, and supporting production logistics.

My background in the food service industry, having worked in it for 7 years, has given me the ability to easily multitask in fast-paced high pressure environments and pay close attention to detail.

Skills

Bilingual- English/Spanish, QuickBooks, Advanced Administrative Skills, Risk Assessment and Health and Safety, Customer Service Etiquette

Adobe InDesign, Photoshop, Adobe Premiere Pro, DaVinci Resolve, Camera Operation, Lighting safety and equipment knowledge

Experience

Executive Administrative Assistant Jim Flores LLC 2022-Present

- Assisting in admin and bookkeeping responsibilities, preparing estimates for projects, deal memos, and invoices.
- Coordinated crew meals, transport, and call sheets for productions.
- Maintained an organized filing system.

Fine Dining Hostess Multiple Restaurants 2022-2026

- Hostess, at Ochre National Gallery, Home House, Clark's Oyster Bar and more.
- Greeted guests with a welcoming and professional demeanour, setting the tone for their fine dining experience.
- Managed front desk phone and cultivated positive guest relations by managing reservations and orchestrating speedy seating.

Runner Disney, NatGeo, SXSW 2022-2025

- Responsible for printing and distributing call sheets, production books, and sensitive documents.
- Supported project manager in set up, lunches, and production-based errands.
- Maintained professionalism with VIP talent.

Director of Photography Freelance 2025

- Demonstrated strong interpersonal skills with crew and department heads.
- Managed and maintained a positive and professional atmosphere for crew during production.

Education

University of the Arts London BA (Hons) Film and Television 2026

Sotheby's Art Institute Gap Year Programme 2022