

## Digital Filmmaking Internship Journal Recording

**Name:** Pablo Garcia

**Internship Placement:** Office Assistant/Development

**Week of:** 09/14

### Current Project/Task Description:

- Given layout of the office/general housekeeping duties
- Trained on managing merchandise and customer service
- Tasked with creating a list of potential directors to fit a biopic film in development

### Obstacles:

- Asking questions at every obstacle to ensure I am following the proper protocol (some customers were flagged as potential scams).
- Making myself accessible to all due to everyone being very busy

### Self-Assessment:

- I maintained a professional attitude and started getting to know some of my coworkers. I am respectful of the environment, offer to help, and pick up duties quickly.

### Supervisor Comments: