

# J. DANIEL GEDDIS

PHONE: 619.630.8188 • E-MAIL [jdg1883@gmail.com](mailto:jdg1883@gmail.com)

## PROFILE

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- CLIENT SERVICE & SALES
- COLLABORATOR
- PUNCTUAL
- NEGOTIATOR
- MULTI-TASKER
- COORDINATOR

## WORK EXPERIENCE

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- 2007 - 2009**    **CSU Northridge Short Film - Producer | Los Angeles, CA.**
- Collaborated & followed through with outside vendors and peers.
  - **Organized** pre thru post-production.
  - Managed budget & **Lead** key crew-members.
  - Coordinated transportation logistics & costs.
- 2007 - 2008**    **JustFlowers.com - Customer Service/Sales Representative | Los Angeles, CA.**
- Interacted with customers to explain products, goods, & services.
  - Aided **sales** & encouraged upsells of company offerings.
  - Liaised between customers & vendors.
  - **De-escalated** customer issues & complaints.
  - Assisted in supervision/training of temps & new hires.
- 2008**            **The Ellen DeGeneres Show - Production Assistant Intern | Burbank, CA.**
- **Coordinated** & assisted in managing audience attendance.
  - **Researched** upcoming & potential celebrity & human-interest guests.
  - Assisted in general administrative/office tasks.
- 2001 - 2007**    **Cloud 9 SuperShuttle - Lead Reservation Agent & Trainer | San Diego, CA.**
- Ascertained & **resolved** guests needs by phone, email, & in-person.
  - Set appointments for shuttles, sedans, & limousines.
  - Explained & **upsold** exclusive unique company services to guests.
  - **Supported** upper-management on special projects & administrative tasks.
  - Developed employee manuals/aids & **trained** new hires.
  - Created **Excel** reports & assisted in **marketing** new programs & services.
  - Maintained company **blog** & internal website.
  - **Managed** department employees & scheduling.

## EDUCATION | ACADEMICS

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- **California State University, Northridge** - B.A. *Magna Cum Laude* – Cinema & Television Arts. Graduating *GPA: 3.83*
- **San Diego City College** - A.A. in Transfer Studies. Graduating *GPA: 3.76* (Dean's List) Phi Theta Kappa - Int'l Honors Society Member; The National Deans List, recognized.
- **Horizon Jr./Sr. High School** - San Diego, CA – Graduating *GPA: 4.31*

## SKILLS | SOFTWARE

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- Mac & Windows based programs; Excel, Word, Outlook, PowerPoint, Internet search, some Photoshop, Social media networking. Word processing: 65 wpm, 10-key.
- Languages: Besides English, familiar with some French and Spanish.

## INTERESTS | ACTIVITIES

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- Real Estate, home renovation, photography, music, films, fitness, yoga.

## REFERENCES

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- Furnished upon request. Or see *LinkedIn Profile: [www.linkedin.com/in/danielgeddis](http://www.linkedin.com/in/danielgeddis)*