

# Daniel Jackson

*IT Support Specialist*



818-601-1161



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3647 Royal Woods Drive,  
Serman Oaks, CA 91403

## Experience

### Law Clerk

The Law Offices of John E. Carlson

June 2019 - June 2020

- Drafted, revised and filed documents with the Court.
- Reviewed and organized case files.
- Corresponded with clients and other attorneys.
- Transcribed audio files.

### Technical Director

Fall Productions

December 2017 - November 2018

- Operated online streaming software during live sports events.
- Controlled replays for sports livestreams.
- Filmed live sports events.

### Summer Intern

California Assemblymember Adrin Nazarian

June 2017 - September 2017

- Interfaced with constituents over the phone, while canvassing, and at events.
- Communicated with various political, business, and state organizations.
- Oversaw online constituent management system.

## Education

### University of California, Santa Barbara

BA in Anthropology

2015-2019

- Judicial Board Member, Sigma Chi Fraternity
- Dean's Honors (3.75+ GPA): Spring 2016, Fall 2016, Winter 2017, Spring 2017, Fall 2017, Fall 2018

## Certificates

### CompTIA A+ Certification

Issued May 2021

### Google IT Support Certificate

Issued April 2021

## Skills

- Microsoft Office Suite
- Windows, OS X, Linux
- Hardware
- Networking
- Security
- System Administration
- Troubleshooting
- Python
- SQL
- Customer Service
- Communication
- Organization