

# Daniel Boddicker

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## Work Experience

### **SK Global Entertainment**

**Santa Monica, CA**

Director, Facilities and Administration 2022-2023

Coordinator for Head of Features 2022-2023

Assistant to CEO 2020-2022

*Film and television studio. I acted as office manager while facilitating the administration of the Features, Human Resources, and Financial departments. Also performed coordinator duties for the Head of Features.*

### **Worldwide Production Agency**

**Los Angeles, CA**

Commercial Coordinator 2018-2019

*Talent agency. I covered all payments and deals for the Commercials and Music Video Department, as well as being the point of contact for a team of three agents.*

### **Stephanie Germain Productions**

**Los Angeles, CA**

Development Coordinator 2018

Assistant to Stephanie Germain 2017-2018

*Television production company. I handled operations and administration, while providing creative input on the projects in development.*

## Education

### **UCLA Extension Full-Stack Development Bootcamp**

**Los Angeles, CA**

Certificate Program

### **Columbia University**

**New York, NY**

M.F.A. in Film, Emphasis in Screenwriting

### **Northwestern University**

**Evanston, IL**

B.A. in Radio/Television/Film

## Skills

- Full-Stack Web Development
  - HTML, CSS, JavaScript, Bootstrap, JQuery, Node, Express, APIs, MySQL, React, MERN, NoSql, MongoDB, and Python
  - Web Design and Development
  - Database Creation and Management
- Apple and PC Systems, Adobe Creative Suite, Microsoft Office, Google Suite, Final Cut Pro, Avid, Movie Magic Scheduling and Budgeting
- Background in Office Administration, Team Development, and Production Management
- Proficient French, Basic Spanish
- Domestic and International Travel Coordination