



# CHRISTIAN JORDAN

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## Experience

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About My Father - Lionsgate | Mobile, AL  
**Production Secretary**  
08/2021 - 11/2021

- Assisted travel coordinator with travel planning for cast and crew.
- Pleasantly welcomed visitors, and answered Production Office phone calls.
- Organized production files.
- Created and maintained production spreadsheets and logs.
- Oversaw filing systems and scanned documents to manage physical and electronic documents and information.
- Worked as an Office PA when needed for additional tasks.

Shipt | Birmingham, AL  
**QA Analyst**  
01/2020 - 08/2021

- Maintained quality assurance procedure documentation.
- Monitored completed work from the Shipt Experience Team.
- Contributed to business growth by confirming customer satisfaction with service and quality.
- Recommended improvements to systems and procedures for increased productivity.

Between Worlds | Mobile, AL  
**Office Production Assistant**  
09/2018 - 11/2021

- Assisted Office Production Coordinator in creating production logs and spreadsheets.
- Handled supply and set runs.
- Created script sides.

Dr. Matt Barber, MD | Mobile, AL  
**Surgeon Videographer**  
05/2018 - 05/2019

- Develop social media campaigns to help increase awareness surrounding hip and knee replacements while providing expert representation of Dr. Barber's brand.
- Handled technical setup of lighting and sound inside of operating room.
- Film and photographed surgeries.

Dr. Stacy Haynes, MD | Birmingham, AL  
**Photographer and Videographer**  
06/2018 - 01/2021

- Collaborated with dermatologist to produce original video content.
- Used DSLR cameras to record and photograph component shots at Birmingham and Anniston locations.
- Maintained social media accounts for Dr. Haynes via Instagram, Facebook, and Twitter.

Spring Hill College Badger Television |  
Mobile, AL  
**Director and Editor**  
08/2017 - 05/2018

- Directed weekly Badger Television newscasts in studio.
- Edited and packaged video stories for newscast using Adobe Creative Suite

RED Music - Sony | Mobile, AL  
**College Representative**  
08/2017 - 05/2018

- Created social media content to promote musical artists signed under Sony Music including Noah Cyrus, Lovely the Band, and Izzy Bizu.