

# EMILY JARVIS

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emjar.me

## PROFILE

Emily Jarvis

281 726 0894

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Austin TX

## EDUCATION

St. Edward's University

2013 - 2017

Bachelor of Arts  
Photocommunications  
with a minor in Graphic Design

## REFERENCES

**Nick Enghardt**

*Digital Lab Manager*

512 637 1915

nicholae@stedwards.edu

**Eduardo Munoz**

*Photo Lab Manager 2015 - 2016*

eduardom@stedwards.edu

**Susi Brister**

*Photo Lab Manager 2016 - current*

sbristerina@gmail.com

## SKILLS

Photoshop

● ● ● ● ○

Illustrator

● ● ● ● ○

Indesign

● ● ● ● ○

Premiere

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After Effects

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Microsoft Office

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Keynote

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## EXPERIENCE

St. Edward's University

**Digital Lab Coordinator**

2014 - present

Supervise two campus digital labs as well as the lab assistants that work in them. Manage printers and computer equipment, calibrate monitors, and update software. Assist students with laser and inkjet printing, scanning, Adobe Suite, and Graphtec.

**Photocommunications Lab Assistant**

2015 - present

Supervise all activity in the Photography Lab. Manage Wet Dark Room, Lighting Studio and Advanced Imaging Lab. Assist students with studio equipment, inkjet printers, printing in wet darkroom, and developing film.