Max Jarvis

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Education

University of Nevada, Las Vegas – Bachelor of Science in Mechanical Engineering   Dec 2025

Projects

Fork-Positioning Side-Shift Carriage – Industry-Sponsored Capstone   mjarvismechengr.github.io/projects/telehandler
- Designed a telehandler carriage integrating fork-positioning and side-shift functions per ANSI/ITSDF B56.6 standards
- Evaluated limited commercial precedents to define design requirements and guide concept development
- Performed hand calculations to size structural members and validate FEA under worst-case loading
- Developed and iterated SolidWorks assemblies with emphasis on manufacturability, tolerances, and assembly
- Collaborated with engineers from Ahern Engineering and Xtreme Manufacturing to review requirements and incorporate feedback
- Delivered a validated design accepted for production with minimal post-project modifications

Work Experience

Administrative Assistant, Howard R. Hughes College of Engineering Dean's Office – Las Vegas, NV   Oct 2023 – Present
- Maintained administrative records, reducing decision retrieval time from 5 min to 2 min
- Designed and implemented an Excel-based CRM to manage contacts, meeting cadence, and follow-ups

STEM Instructor, Engineering For Kids – Las Vegas, NV   May 2023 – Oct 2023
- Delivered hands-on STEM lessons to K–8 students, clearly communicating technical concepts to diverse learners

Quality Control Inspector, FixEZ – Las Vegas, NV   Nov 2022 – May 2023
- Inspected incoming products using visual and functional checks, reducing downstream returns by 4%
- Dispositioned ~40 returned units/day by using standardized pass/fail criteria and functional testing, supporting increased daily inspection capacity

Parts Warehouse Associate, Larry H. Miller Superford – Las Vegas, NV   Dec 2020 – Oct 2022
- Managed automotive parts inventory and order fulfillment in a high-volume dealership warehouse

Senior Event Lead, LUX Catering and Events – Salt Lake City, UT   Dec 2017 – Dec 2020
- Led execution for events up to 1,000+ guests by coordinating staffing, setup, service flow, and teardown under fixed timelines and client constraints
- Directed teams of up to 60 staff, managing roles and bottlenecks to maintain service timelines
- Earned 3 promotions through improved operational reliability and team performance

Skills

Design Tools: SolidWorks, Tinkercad
Analysis & Simulation: FEA, LabVIEW, MATLAB, Simulink
Manufacturing: FDM 3D Printing
Languages: Spanish
Credentials: Engineer Intern (EI) / Engineer-in-Training (EIT) — State of Nevada

Leadership & Involvement

Tau Beta Pi, Nevada Beta Chapter — President and Elected Officer   Aug 2024 – Dec 2025
Student Ambassador Scholarship — Rebel Award for Outstanding Student Team 2025   Aug 2024 – Aug 2025