

# Emery L. Jones

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## EDUCATION

Louisiana State University, Baton Rouge, Louisiana      Fall 2024 - Present (expected graduation Summer 2026)  
Bachelor of Computer Science, Minor in Digital Media Arts & Engineering (DMART)

**Related coursework:** Data Structures & Algorithms, Object Oriented Design, Web Design, Cybersecurity, Discrete Structures

**GPA:** 3.82

Baton Rouge Community College, Baton Rouge, Louisiana      Fall 2023 – Fall 2024  
Baton Rouge Magnet High School, Baton Rouge, Louisiana      August 2012 – May 2016

## SKILLS

C++, Python, CSS, HTML, JavaScript, Visual Studio Code, GitHub/Git Desktop, Cypress, Jira, Microsoft Office, Blender, Intuit QuickBooks

## CERTIFICATIONS

Certified Entry Level Python Programmer OpenEDG Python Institute      June 2024  
CIW Site Development Associate (Web Design)      December 2024

## WORK EXPERIENCE

### Engineering Intern

Junum | New Orleans, LA      May 2025 – September 2025

- Configured Cypress for UI/functional testing and created an automated test for the patient assessment’s form.
- Participated in and followed the Agile Scrum framework, including daily standup’s and completing Jira tickets.

### Receptionist/Assistant

Dampf, Edwards, Thibaut & Aydell, LLC | Baton Rouge, LA      September 2023 – Present

- Responsible for scheduling consultations, maintaining calendars, and client correspondence.
- Filing documents with the court, as well as creating exhibit binders for upcoming trials.

### Assistant/Bookkeeper

Frank Culotta Contractor, LLC | Baton Rouge, LA      March 2023 – September 2023

- Managed payroll, created proposals, estimates, invoices, reconciled accounts, and completed applications for permits.
- Liaised between the project manager, clients, and contractors and organized on-site meetings were conducted with clients and contractors.

### Chief Stewardess

Yachting Industry | Fort Lauderdale/Miami, FL      June 2017- December 2022

- Maintained high standards of service, professionalism, and discretion.
- Responsibilities included managing customer service relations for UHNW clients, hiring and overseeing staff, arranging travel for clients and crew, ordering provisions, as well as stock management.
- Created procedures, managed contractors and interior designers, and planned events.

### Waitress/Bartender/Hostess/Caterer

Juban’s Restaurant and Bar | Baton Rouge, LA      April 2015- April 2017