

ALICIA JARVIS

OBJECTIVE To find employment with a company where I can apply my skills and abilities, and experience further professional growth while enhancing the company's productivity.

SKILLS & ABILITIES Extensive computer skills (including Microsoft Office products, Adobe Suite, Avid Certified Editor, some HTML5 and CSS Coding).
Excellent writing and editing abilities (edited a training manual for interns at the Traffic Operations Department for the City of Orem).
Experience in various aspects of filmmaking (writing and editing scripts in pre-production; gaffing, grip and electric, building sets, running audio, and location management in production; editing in post-production).

EXPERIENCE

COURTESY CLERK, DAY'S MARKET

June 2006 – August 2007

Assisted customers in finding specific products and carrying purchases to their car. Bagged groceries, stocked dairy, and performed various janitorial and basic operational duties.

FREELANCE TRANSCIBER, JOHN JARVIS

July 2007

Formatted mathematical equations into electronic form in preparation for publication in a textbook/instructional software package. Completed assignments with minimal supervision.

CASHIER, WALGREENS

March-July 2008

Completed customer transactions including purchases and returns, and assisted in increasing sales on company-spotlighted products. Managed the cigarette department, maintaining inventory levels and placing orders.

BEAUTY ADVISOR, WALGREENS

July 2008-Present

Provided one-on-one customer service by assisting customers in finding specific beauty products to suit their needs. Increased repeat business by building relationships with regular customers. Built effective merchandising displays. Met corporate-mandated goals for increasing sales. Monitored and maintained inventory levels. Placed special orders for customers to ensure customer satisfaction. Relied on heavily by management to train new employees, complete projects, and maintain progress toward store and corporate goals.

EDUCATION

UTAH VALLEY UNIVERSITY – AA, ART AND VISUAL COMMUNICATIONS – 2013

Related Coursework: Graphic Computer Applications, 2D Design, 3D Design, Photography.
Completed with a 3.56 Cumulative GPA.

UTAH VALLEY UNIVERSITY – BA, ENGLISH, EMPHASIS IN CREATIVE WRITING – 2011

Related Coursework: Academic Writing, Collaborative Communication, Technical Writing, Play Writing. Extensive coursework in writing fiction, nonfiction, and poetry.

Completed with a 3.57 Cumulative GPA.

UTAH VALLEY UNIVERSITY – BS, DIGITAL CINEMA PRODUCTION – EXPECTED 2016

Related Coursework: Web Essentials (HTML5 and CSS Coding), Digital Design, Corporate and Documentary Production, Digital Output, Digital Audio, 3D Modelling and Animation, Cinematography, Motion Picture Editing, Script Editing.

Current Cumulative GPA of 3.60.

HONORS

Member of the Golden Key International Honor Society.
9 Semesters on the Dean’s List at Utah Valley University.

PUBLICATIONS &
PRODUCTIONS

“Moth with Rays” (Photograph, published in *Touchstones*. 2013).
“The Trunk” (Screenwriter. Short film, directed by Mike Rankin. 2015).

REFERENCES

AVAILABLE UPON REQUEST