





LARISIA JARVIS

GRAPHIC DESIGNER AND MARKETING SPECIALIST

CONTACT

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SKILLS

- Fast Learner and Flexible Designer
- Knowledge and Use of Typography
- Marketing and Client Success Specialist
- Graphic and Interactive Design
- Print and Copywriting Knowledge

EDUCATION

Bachelor of Fine Arts

Ringling College of Art & Design

2010-2014

Graduated with a degree in Graphic and Interactive design with many opportunities for real world examples at the college such as workshops, in depth projects, and internships.

LANGUAGES

English 

CAREER SUMMARY

Creative Designer and Marketing Specialist with over 5+ years of professional experience in meeting clients' needs and the needs of my team.

WILLING TO RELOCATE

Authorized to work in the US for any employer

WORK EXPERIENCE

Graphic Designer and Marketing Specialist

The Real Authority 2018--Current

- Work with the team in the marketing and design department creating designs for the mailing production period that is focused on delivering the products to print at the end of every mailing cycle for hundreds of clients in the real estate business.
- Work directly with the Marketing Director to develop and implement marketing campaigns for our products and services.
- Participates in brainstorming sessions, conceptual discussions, copywriting and updates on printing/production considerations.
- Design periodically a multitude of new content (design templates and social media posts).
- Interact directly with sales team and clients on how to use our tools to their benefit, ensuring their success.

IT Support and Office Admin

Frederiksted Health Care Inc. 2016-2018

- My responsibilities at this establishment (100 + Employees) included vendor account management for the IT department (5 IT staff), which consists of finding not-for-profit solutions to expensive software upgrades and changes, using Tech Soup and other programs that have those benefits.
- I kept track of IT supplies by creating a Filemaker (database builder) program of all inventory to check in/out toner for over 60 on and off site printers. The Filemaker database has been used to improve workflow in the IT department and other areas of the company. For example I worked with the Head of Nursing to create a clinical inventory similar to the IT inventory that helped minimize the previously tedious purchase process.
- My essential functions in this position are account creation (Active Directory, Exchange, Nextgen) PBX maintenance, provide technical support to all staff via the phone, email, or ticketing system, update knowledge base for ease of solving issues for the IT Team, IT product purchases, tracking vendor agreements, barracuda spam/firewall management, consolidation of the department credit card, IT product inventory management, and workstation/laptop/device inventory maintenance. I also assisted my team in building up and installing desktops and printers for new opening health center sites and as needed.