

Karen Fabec

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OBJECTIVE: Production Assistant

WORK EXPERIENCE:

09/18 – Current: Library Page

Mill Valley Library - 375 Throckmorton Ave. Mill Valley, CA. 94941

Supervisor: Shannon Jones - (415) 389-4292

Replace returned books back on shelves according to the Dewey Decimal System.

Help set up large library special events. Oversee some small library special events.

12/16 – Current: Amazon Prime 1-2 Hour Delivery Warehouse Associate

Amazon & (WFM) Whole Foods Market Delivery Shopper

- Warehouse: UCA-1 - 888 Tennessee St. San Francisco, CA - Supervisor: Alex Arce

Select individual products from warehouse shelves per instructions from hand-held computer, package for delivery; Stock received bulk products onto product shelves.

- WFM: Potrero Hill, Castro, & Ocean Locations, San Francisco - Supervisor: Eddie Kazcor

Shop in the store for grocery products to fulfill online customer orders for shipping.

8/14 –5/17: Page/ Library Tech/Circulation Assistant & Periodicals Assistant

Rosenberg Library - City College of San Francisco

50 Phelan Ave. SF CA 94112 - Supervisors: Circulation: Miguel Magos - 415-452-5432

mmagos@ccsf.edu - Periodicals: Deidre Colette - 415-452-5431 - dcollet@ccsf.edu

Page duties; shelving & shifting according to Library of Congress Cataloging; Customer service for academic library; help students with library procedures and finding materials; Circulation and reserve duties; check in & out using Sierra ILS; Periodicals check in; archiving; arranging New Books display; collecting and documenting library statistics;

6/14 –8/14: Library Technical Assistant in Circulation

Alice Statler Culinary Library - City College San Francisco

50 Phelan Ave. SF CA - Supervisor: Angela Webster: 415-561-1979 - awebster@ccsf.edu

Page duties; shelving & shifting according to Library of Congress Cataloging; Customer Service for academic library for college Culinary Studies Department; Circulation and reserve duties; Check in & out using Sierra ILS; Periodicals check-in and shelving; printer/copier operation & troubleshooting; entered archival culinary menu metadata into spreadsheet for digitization and search; cash-handling for copy costs & fines.

1/14 -5/14: Student Ambassador

Office of Student Affairs - City College San Francisco

50 Phelan Ave. SF CA 94112 - Supervisor: Samuel Santos - 415-239-3762

Assisted students with orientation and navigation of college administrative necessities; assisted with student affiliated college events; Enrollment & Call Center representative.

9/11 - 4/13: Retail Sales Associate

Home Depot - Electrical and Lighting Department

111 Shoreline Parkway - San Rafael, CA.94901 - Supervisor: Craig Weaver

Assisted customers with product selection and knowledge; stocked products, marketed products with displays for the Electrical and Lighting Department product line.

9/06 - 8/10: Customer Service - Production Facilitator - Retail Store Manager

Creative Origins Custom Screen Printing

Hayward Factory, San Francisco Office and Store - Supervisor: Roger Caldwell

Client consultation, design and production facilitation; design development; client design archive and inventory maintenance; shipping/receiving; office administration; web store maintenance; courier; retail store management and display creation.

1/04 - 5/06: Freelance Graphics Artist - Video and Audio Production Tech

Lilaville Media Productions -San Francisco, CA

Print, graphics design & production, video promo design, produced music CD demos.

1/06 - 3/06: Library Audio-Visual Circulation Assistant

Rosenberg Library - Audio Visual Department - City College of San Francisco

50 Phelan Ave. San Francisco, CA 94112 - Supervisor: Jill Kersey -jkersey@ccsf.edu

Distribute, shelve, organize VHS, DVD, CD and Film collection. Deliver, operate media equipment systems; maintain A/V circulation records with Millennium Integrated Library System.

6/03 - 11/03: Freelance Contract Video Editor

San Francisco Time Capsule - Michael Shannon Production

Supervisor: Michael Shannon

Edited raw analog footage into eight short digital documentary films for a series segment on the compilation DVD "san Francisco Time Capsule"; edited spoken monologs; created graphic titles.

1/00 - 12/03: TV Operations Technicians Assistant

Broadcast Media Services/EATV -City College San Francisco

50 Phelan Ave. San Francisco, CA. Supervisor - Dana Galloway - dgallowa@ccsf.edu

Media Services Assistant for public educational access and college broadcasting studio; front desk reception, media reproduction and distribution; scheduling, delivery, and equipment operation; TV Programmer's Assistant, Media Lab assistant; Video Library maintenance. Camera Operator for field productions with a team and technical director; Video Studio Production, post-production services team for radio and television Public

Service Announcements; edited creative video and audio into Public Service Announcements for educational TV and College radio; performed voice-over.

EDUCATION:

Associate of Science: Cinema Production: City College of San Francisco - In Progress

Associate of Arts: Graphic Design: City College of San Francisco - 2016

Library Technician Certificate: City College of San Francisco - 2013

Associate of Arts: Broadcasting & General Education: City College of San Francisco - 2003

Media Certificates: Audio Production; Sound Design; Video Production; Multimedia Image & Sound; Web Design; Graphic Design

INTERNSHIPS:

1/14 – 8/14: Mechanic's Institute Library - Library Support Staff Intern

Archive organization, rehousing and Finding-Aid support team member. Shelved according to Dewey Decimal System.

2/09 - 8/09: Dimension 7 TV - Final Cut Pro Video Editor - San Francisco, CA.

Edited fashion show video into short digital spots for online media magazine.

2/03 - 11/03: Tech TV - Television Production & Producer's Assistant - San Francisco, CA

Media reproduction and transcription, media transfers, segment timing & logging; Edited graphics, assisted on video shoots, information technology research, updated Inter-office communication logs and databases.

2/01 - 8/01: dvGgarage- Multimedia Production Assistant - San Francisco, CA

Animated directional graphics for CD ROM tutorials; edited & web streamed video.

VOLUNTEER WORK:

2013: Marin County Free Library: Performed library page duties: San Rafael, CA

2010: St. Anthony's Church: Distributed clothing and food to needy: SF, CA

2009: SFSPCA - Maddie's Adoption Center Pet Socializer: 250 Florida St. SF, CA

2006: Coalition on Homelessness: Client Outreach: 468 Turk St. SF, CA

1982 - 1985: KZSC Radio: DJ, Announcer, Media Library, Promotions: Santa Cruz, CA