

To whom it may concern,

I am interested in being part of a dynamic team. I hope my Quality Assurance and Artistic talent can help bring safety and creative aspiration to your company. I am open to the certifications I need for this position. Thank you for your time, I hope to hear from you soon.

Best Regards,  
Karlene D. Minea  
Email: [kminea@gmail.com](mailto:kminea@gmail.com)  
206.380.4992

## **Professional:**

Skills I provide are my investigative, research and development skills. My role in a work place is that I am a problem solver, a thinker, and always seeking ways to improve process, product quality, and to provide a more secure environment. I am also an artist and enjoy being creative, learning, and sharing. My goals with my art business and talent is to grow with the animation and film industry. I enjoy helping people to feel good through art and entertainment.

### **Skills:**

Draw / Write  
Color  
Sculpt  
2D / 3D Animation  
Video / Audio  
Office / Clerical  
CMM

### **Applications Most Common:**

Pencil /Photoshop / Illustrator  
Multi-Mediums /After Effects / Premiere / Final Cut  
Toon Boom Studio / Flash  
Maya / 3DMax / Zaxwerks  
Sony Vegas / Ableton Live / GoPro  
Microsoft Office Applications  
MeasureMind / Measure X

## **Employment:**

December 2013 to **GMNameplate; Seattle, Wa 2013-Current**  
Current

### ***Quality Assurance Technician***

As a Quality Assurance Technician 2 Root Cause Analysis and CAPA, corrective and prevention actions are my primary functions. I am involved with customer return items and internal rejected parts. Rejected parts are routed to Quality control, and it is my job to gather the job ticket and the parts and investigate whether the rejected parts a valid rejects or invalid rejects. I follow-up on ticket information, employee notation for each department the part is associated to in the work process, review the discrepancies, then I confront the area supervisors and / or managers about the part rejected and figure out why the mistake happened. Once my investigation for the root cause is established and a manager or sometimes a Lead Employee or Operator will acknowledge the reasoning, explain to me why and how and consider the mistake to be their's or the department's. I also contact the Account Manager to confirm whether this job is to be a "shortage" which results in a "reschedule to complete" or "close short" and from there I can calculate the cost of the rejected parts; material and labor costs, and apply a reject entry into the company's software system. When that is established I have to print a form for the Supervisor to sign, I also have to review corrective action with the Supervisor and / or Operators to prevent the mistake from re-occurring.

**ITAR certified (Boeing Defense account).  
AS9102 Inspection.**

***Boeing Aerospace Quality Control Inspector; First Article Inspection***

As a Quality Control Inspector the duties include to review job tickets, I revise documents and blueprint information, calibrate and analyze parts by performing an inspection process. I have to confirm the current status of parts, and either correct or fill out forms for First Article, In process, Final Inspection. I verify information in the technical specifications and the details of the parts compounds, dimensions, text, and graphics. Accepted parts are packaged, signed off with Certification of Compliance, prepared for shipment, and pick up for Boeing delivery. With rejects, I mark as nonconformance, note error, tag and log, and send back to manufacturing for reprocessing. I use Microsoft Office applications.

Cross training and other duties:

- I help in the screen printing department to Screen Print graphics for the nameplates and placards that are shipped to Boeing and applied to aircraft.
- I was involved with a group called the Value Stream Team –Boeing’s VST group. We encourage change and new ideas by challenging concepts and by intergrading the 6S lean manufacturing rules to help with process flow.
- I perform internal audits for the company in all departments.
- I am a Quality Assurance Auditor for the electronic department, this involves reviewing Quality Inspector’s work for medical devices.
- I perform CMM (Coordinate Measuring Machine). I measure parts using Measure Mind or Measure X software to make sure the dimensions are within giving tolerance for First Article Reports.

June 2011 to December 2013            Relocated to Alaska, came back to Washington.

July 2007 to June 2011            **GMNameplate; Seattle, WA 2007-2011**

***Boeing Aerospace Printer***

As a printer I reviewed Boeing tickets which list specifications for graphic images. Film images were burned into a wire mesh screen which I used to print graphics onto material. Then I retrieved the color of inks the image part required, printed, checked for imperfections, and then baked the sheets. The part had to match the film sheet, ink color has to match to Boeing’s standard, and the whole part has to match to the marker page which is Boeing supplied. Once part was printed it was sent to fabrication for cutting, assembled, and inspected in time for shipment on expected deadline.

***Boeing Aerospace Quality Control Inspector; First Article Inspection***

As a Quality Control Inspector the duties included to review job tickets, I revised documents and verified blueprint information to the part, calibrated and analyzed parts by performing an inspection process. I had to confirm the current status of parts, and either correct or fill out forms for First Article, In process, Final Inspection. I verified information in the technical specifications and the details of the parts compounds, dimensions, text, and graphics. Accepted parts were packaged, signed off with

Certification of Compliance, prepared for shipment, and pick up for Boeing delivery. With rejects, I marked as nonconformance, noted error, tagged, logged, and sent back to manufacturing for reprocessing. I used Microsoft applications. I was on the Safety Committee. I attended monthly meetings with a group to review safety standards and to report and discuss current potential safety hazards throughout the building.

November 2002 to **Wanderer's Mail Service; Seattle, WA**  
July 2007

***Shipper / Mail Coordinator***

I forwarded mail for private and public mail box clientele and general clients. Prepare packages for national and international shipping through the United States Postal Service, UPS, FedEx, and DHL. Supply internet access, photocopy assistance, send / receive faxes, maintain accounts by hand written log and computer entries, and any needed secretarial assistance. I used Microsoft applications and Postal software.

January 1997 to **Sign Systems Northwest; Sequim, WA**  
February 1998

***Computer layout operator and assembler***

Print and cut vinyl graphics. Gathered jobs and prepared them for print, then assembled and shipped to the client. Worked in Corel Draw software, prepared layout templates, designed signs on request, and printed onto vinyl material with plotting machine. Peeled and then applied the graphics to material. Material was usually hard vinyl, metal plaques, or large banner plastic.

September 1992 to **Northwestern National Bank; Sequim, WA**  
July 1993

***Proof Operator***

I received bags of checks for customer accounts in the morning, duties were to reside at a Unysis check processing machine to encode bundles of checks through using 10-key by touch continuously debiting and crediting to balance the checking accounts. Did research with microfiche film and studied checking histories to solve complications. Then I recorded the day's activity onto backup tapes using the main A-frame computer.

**Business license:** Part-time freelance Artist / Author. I like work in graphics, publishing books, and making animation or film video shorts. [www.karlequin.com](http://www.karlequin.com).

**Volunteer/Groups/Internships:**

I volunteered with Key Players Theatre in Port Townsend. I volunteered work with Real Change Newspaper located in Seattle, Washington, (2003-2004). I worked on the Nisqually Wildlife Refuge animation short. I had an internship with Women In Film; *Reel Youth* fund-raiser: (2006). Worked with Women In Film as a PA assistant: stage set up, (2006). Film & Animated songbook for *Emotions Literacy Advocates*: ELA is a Non-Profit group that promotes emotional therapy, (currently in progress), 2011-2013. I have been an active participant for MS Society (2008-2012). I volunteered with the Port Townsend Film group (2013), and I also belong to Woman In Film of Seattle, Washington, (2006-2016). Seattle Community Police Academy; 11 week course with the Seattle Police Department and Outreach Program, 2016.

## **Education:**

### **Forensic Art Workshop; Peekskill, NY**

*2016-2017; Certificates for Police Sketch*

*Intro to Police Composition / Intermediate Police Composition*

Online workshops provided by Stephen Mancusi.

This training provides knowledge in how to interview a witness of a crime. These classes teach how to gather descriptions from a person's memory and apply the descriptions to a drawing composition to help detectives and police to have an idea of what the perpetrator may look like.

### **Art Institute of Seattle; Seattle, WA**

*2003-2006; BFA; 3.8 Honors, Media Arts & Animation*

Four year program involved drawing in still, nude, live gesture, illustration, storyboarding, and theory. I eventually moved to acting, scripting, writing, sculpting, video, composition, texturing, animation, copyright, and publishing.

### **Mesmer Animation Labs; Ballard; Seattle, WA**

*2000-2001; Certificates of Completion, 3D Modeling, Lighting, Animation, Texture*

Computer graphics courses for 3D software using Softimage 1.5.3. Learned to model, texture, and animate. I also learned to do lighting using high dynamic range (HDR), which involved importing a specific outdoor light reflected off from a sphere that gathered light from the current environment. Mesmer supplied these lighting spheres, I also learned to do this process at the Art Institute during compositing class using the software Combustion.

### **School of Visual Concepts; Seattle, WA**

*1996-1989; Completed classes, Painting*

Classes were enhancement classes for drawing skills, painting, lighting, color, and line technique with still and life models. I studied color: primary, secondary, tertiary, harmony, complimentary, hues, saturation, perspective, positive/negative, and balance.

### **Art Instruction Schools (home study); Minneapolis, MN**

*1984-1989; Certificates of course completion, Blue Ribbon Art Awards.*

I learned basic drawing techniques, shading, coloring, painting, and inking. Also I learned how to understand proportion and perspective.

### **Seattle Children's Theater; Seattle, WA**

*1985; I took acting Classes outside of traditional school classes.*

## **References:**

GMNameplate:

John Madura; GM Nameplate's Quality Assurance Supervisor: 206.284.2200

Randy Du Pont; Business Owner, Hardy's Market: 360.582.0240

Emotion Literacy Advocates: Pamela Sackett; Founder of ELA, Writer, Performer: 206.723.4887