

KARLENE MINEA

PROFESSIONAL SUMMARY

Professional Artist with keen eye for detail, color and composition. Track record of bringing projects to life through innovative ideas. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

SKILLS

- Superb Attention to Detail
- Project Design
- Production and Processing
- Paperwork Processing
- Visual Art Creation
- Content Development
- 2D Design
- Composition
- Graphic Design Software
- Technical Illustration
- Photographic Editing
- Inventory Coordination

WORK HISTORY

MERCHANDISER ASSOCIATE 03/2019 to 10/2023

The Home Depot, Sequim, WA

- Removed damaged, out-of-code, not-in-set and discontinued items from displays.
- Inspected merchandise for quality and arranged proper display location on floor.
- Updated pricing and signage to complete product displays and educate customers.
- Monitored inventory levels and kept adequate stock in product displays on sales floor.
- Completed efficient store resets to prepare store for special promotions and seasonal updates.

OVERNIGHT FREIGHT ASSOCIATE 03/2019 to 10/2023

The Home Depot Inc, Sequim, WA

- Received, sorted and processed incoming stock and materials to prepare the stock for storage or shipment.
- Removed all boxes and related trash from sales floor and processed through compactors.
- Maintained neat, organized stockroom free of hazards.
- Inspected floor displays, noted missing items, and immediately replenished merchandise.
- Observed safety protocols when transporting merchandise to different areas of store to alleviate item damage.

QUALITY ASSURANCE SPECIALIST 10/2013 to 05/2017

GM Nameplate, Seattle, WA

- Recorded findings of inspection process, collaborating with quality team to implement corrective actions.
- Educated employees on specific QA standards and confirmed maintenance of standards.
- Analyzed quality and performance data to support operational decision-making.

- Implemented process improvements to increase productivity in quality assurance operations.
- Completed deviation forms and recorded findings of inspection process, collaborating with quality team members and department managers to implement procedural remedies.
- Fixed identified issues to improve workflows.
- Performed standard first article inspections and random sampling inspections to verify adherence to customer standards.
- Provided regular updates to team leadership on quality metrics by communicating consistency problems or production deficiencies.
- Fixed identified issues to increase productivity and boost workflows.
- Addressed non-conformance issues, pausing production to correct errors.
- Updated inspection journals and daily summary logs with quality-related data.
- Reported problems and concerns to management.
- Collected and analyzed data to measure effectiveness of quality control processes.
- Inspected items and compared against standards to meet regulatory requirements.
- Reviewed and validated quality requirements for manufacturing planning, supplier purchase orders, and engineering specifications to meet contract compliance regulations.
- Conducted investigations into questionable test results.
- Reviewed production processes and identified potential quality issues.
- Conducted regular safety inspections and audits to identify potential hazards and prevent accidents and injuries.
- Prepared working papers, reports and supporting documentation for audit findings.
- Performed auditing work in accordance with rigorous auditing standards and principles.
- Identified various risks and errors to propose corrective action to decision makers.

QUALITY CONTROL INSPECTOR - AEROSPACE 07/2007 to 06/2011

GM Nameplate, Seattle, WA

- Inspected incoming and outgoing materials for accuracy and quality.
- Communicated with production team members about quality issues.
- Inspected quality of products, taking note of functionality, appearance and other specifications.
- Performed visual inspections and non-destructive tests where appropriate.
- Collaborated with production staff to establish and meet quality standards
- Checked color, shape, texture and grade of products and materials against established templates, charts, and samples.
- Sampled products to verify compliance with standards
- Operated the Coordinate Measuring Machine (CMM) to create measuring routines.
- Filled out First Article Inspection Reports.

SCREEN PRINT OPERATOR -AEROSPACE 07/2007 to 06/2011

GM Nameplate, Seattle, Wa

- Inspected completed work for adherence to very strict guidelines and highest quality standards.
- Prepared and applied stencils, computer-generated decals or other decorative items to finished products.
- Received job tickets, gathered materials, collected ink, and prepared press for job.
- Custom mixed colors to match customers' desired color.
- Worked with baking ovens, UV machines, valves and switches to regulate conveyor speeds, machine temperature, air pressure and circulation. Operated screen printing press.
- Removed surface imperfections, applied special undercoats and sealed seams to ready

- surfaces for paint application.
- Provided supervisor with daily status report on all job tasks and workers' duties.

EDUCATION

CG Spectrum, Australia

Certificate, Digital Illustration For Concept Art, Expected in 05/2024

Current- Final term ends in February of 2024.

Online Digital Illustration for Concept Artist.

Meet with Mentor and class one day a week, Wednesdays at 12 p.m.

Studying perspective with character, item assets, and environments. Learning to apply color concepts, cinematic poses and camera shots to make illustrations captivating and interesting.

Using Photoshop for bring realistic to abstract art to a final polish.

ToonBoom, Canada

Certificate, 2D Animation, 02/2022

Online Training Courses for 2D Animation specifically for the software created by ToonBoom called Harmony.

Certificates:

Foundation for Harmony: Intro to the interface and tools.

Intro to Rigging: Design a character and learned to apply the hierarchy of the bone schematic to a character for preparation to animate.

Intro to Composition: Learned to set up a background environment, add the character, and the effects of lighting that included highlights and shadows. Brought the scene to a final polish for the character to move around in.

Forartist, Peekskill, NY

Certificates, Forensic Art, 09/2016

Online Training

Forartist is an online Forensic Training for Police Sketch and Composition. Taught by Stephen Mancusi

Police Composition 1: How to set up your paper, which pencils are most applicable, eraser, and other drawing tools. I learned how to align the human face features and better understand the anatomy for quick sketching and realistic rendering. The drawing practices involved finding multiple human face references and pulling together different features to create a new human face.

Police Composition 2: How to set up for interviewing a witness. In this course, I learned how to interview, interpret information from a witness, how to approach a witness or calm a witness. I did practice sessions for taking in a witness report and applied the descriptions to created a visual image for suspect referencing.

The Art Institute of Seattle, Seattle, WA

Bachelor of Fine Arts, Media Arts And Animation, 06/2006

- 3.8 GPA Honors
- Traditional hand drawn and digital software applications.
- Professional Development: Drawing anatomy, figure drawing, sculpting, still life, color theory, perspective, artistic style and techniques. Animation training includes acting, storytelling, storyboard art, 2D animation, 3D animation, video production, incorporated sound with the use of audio and voice talent.
- Academic foundations; English, Math, Speech & Debate, Copyright, and Psychology.
- Software includes 3D Max, Maya, Adobe products.

Mesmer Animation Labs, Seattle, WA

Certificates, 3D Animation, 01/2000

Software Softimage XSI

3D Animation: Basic into to interface and tools to create 3D object and keyframe the object to move.

3D Texturing and Lighting: Basic into to interface to apply 2D material textures to 3D objects and add lighting to objects in a scene.

School of Visual Concepts, Seattle, WA

No Degree, Traditional Drawing And Painting

Art Classes: 1996-1998

Enhancement skill training for drawing, painting, lighting, color and line techniques. Focus was still life assets and figure model drawing.

Pacific Northwest Theater Association: PNTA, Seattle, WA

Workshops, Theater Makeup And Special Effects 1987-1989

Art Instruction Schools, Minneapolis, MN

Certificate, Basic Drawing Courses

Home Study Courses. 1984-1989

Assignments issued by mail.

Fundamentals of Art: drawing, shading, coloring, painting, inking, proportion and perspective.

Seattle Children's Theater, Seattle, WA

No Degree, Acting

Acting classes. 1985.

Studied Acting.

**ADDITIONAL
INFORMATION**

Volunteer work:

Real Change Newspaper; Seattle, Wa - Newspaper Illustrations. 2003-2006.

Women in Film; Seattle Wa - Personal Production Assistant, Event set-up. 2006.

Multiple Sclerosis Society - Washington State - Helped to set up events, video clips, etc. 2007-2015.

Evergreen Mountain Bike Association - Washington State - Helped to build and clean trails. Current member.

Port Townsend Film Festival - Usher, Food server, helped out where needed, 2013.

Port Angeles Fine Art Center - Port Angeles -Oversized puppet for the Wintertide Festival light

show, 2022.

Olympic Theatre Art Center - Sequim, Wa - Crafts, stage, props, makeup, performance / puppeteer. 2022 - Currently involved multiple plays.

REFERENCES

Marissa Meek; (Ret) Olympic Theatre Arts: 512-809-1720

Randy Dupont; (Ret) Self-Employed / Business Owner - 206-284-2200

John Madura; GM Nameplate: Quality Assurance Supervisor: 206.284.2200

Paul Michaels; GM Nameplate: Corporate Director - Aerospace: 206-284-5719

Andrew Wickert: (Ret.) Home Depot Manager: 360-693-1620