

Leads for July 30, 2009 (b)

FALL INTERN: ON AIR DESIGN - Job Code: 579

Assist designers and producers in the day-to-day production of the on air graphics. Experience and observe the creative process from the creation of on air show package from initial concept through delivery. Assist in research and image gathering under the supervision of a producer. General design support and help with organization of projects. Observe and assist the producers in on-line, audio sweetening and smoke sessions. Screen and log graphic elements as well as conducting visual research. Explore design options for projects with the creative team as well as submit own design ideas for projects. Course work and specific interest in the area of motion graphic design is preferred. Knowledge of Photoshop and Illustrator. Beginning knowledge of After Effect is preferred.

FALL INTERN: INTERNATIONAL NEWS - Job Code: 573

Content research and tape library research. Assist with graphics, writing promos, monitoring domestic news programs. Assist with all aspects of production for daily entertainment news program.

Previous production (writing, planning, shooting, editing, etc) skills, but not required.



FALL INTERN: STUNTS - Job Code: 582

Aid team with the pre-production process, footage and stills research, story research & development, legal process, graphics process, shoot & edit prep., and production wrap-up.

Opportunity to be immersed in all facets of this fast-paced and fun production division.

FALL INTERN: DAILY 10 - Job Code: 590

Provide general support for the staff of Daily 10, including searching for video elements, graphics, photos, etc. Transcribe interviews from press junkets and field shoots. Assist production assistants, associate producers, and producers with research and duties.

For all positions: At least 16 hrs/wk for a minimum of 12 weeks. Unpaid (for college credit only.) Must be enrolled in an accredited college and be receiving academic credit. Reliable with good time management skills. Exceptional interpersonal, communication, writing and organizational skills required. Strong computer skills. Proficiency in MS Word, Excel, Outlook, and Power Point. Pro-active, detailed oriented. Good follow-through while adhering to deadlines. Able to multi-task and prioritize tasks sufficiently while working independently. Strong interest in the entertainment industry preferred.

Apply on-line to Comcast Entertainment Group.

www.comcast.com or www.eentertainment.com/careers/categories/

VETERINARY TECHNICIAN - Job ID: 6293

P/T and F/T. Experienced for new 24 hour specialty hospital opening in Woodland Hills. Specialties include Int Med and Surgery with likely addition of Ophtho. State of the art 13,000 SF practice currently being built to our specifications. ER/Specialty experience preferred.

Apply on-line to Veterinary Specialists Of The Valley

www.ihireveterinary.com/JobResponse.asp?JobID=6293

Purpose is the place where your deep gladness meets the world's needs. ~Frederick Buechner

Leads for July 30, 2009 (b)

PBX OPERATOR

P/T. Provide prompt, courteous and efficient handling of all incoming calls and assistance for outgoing calls which transpire through PBX. Assist with emergencies, (fire, medical, power/system failure) by contacting the designated personnel for immediate assistance. High school graduate or equivalent vocational training certificate. Compute basic arithmetic. Fluency in English both verbally and non-verbally. Provide legible communication and messages. Perform job functions with attention to detail, speed and accuracy. Prioritize and organize. Clear thinker, remain calm and resolve problems using good judgement. Follow directions thoroughly. Understand guest's service needs. Maintain confidentiality of guest information and pertinent hotel data.

Apply on-line for Terranea Resort.
Rancho Palos Verdes, CA
www.terranea.com/careers.php

ACCOUNTING TECH (OA) - Job Announcement Number: F-DEA-LA-09-0617-DEU

F/T. \$38,111-\$55,058/yr. Los Angeles. U.S. citizen. Drug Enforcement Administration **Apply by Thursday, August 13, 2009.** USDOJ, Help Desk, 1145 Broadway Plaza #800 Tacoma, Washington 98402 Fax: 253-573-9869 www.avuecentral.com/vacancy.html?ref=HAOME

Questions: 253-573-1877 X 209 / Email:

www.avuedigitalservices.com/dea/applicant.html

BILINGUAL ENGLISH/SPANISH SECRETARY

F/T. Type, know MS Word and Excel. Answer phones, take orders, fax, file, invoice and bill. Bookkeeping experience (QuickBooks.) Self-motivated. Team player. Good office and customer service skills. Some training provided.

PLUMBER

Clean DMV record. Own tools. Drug-free and be able to pass background check. Great customer service skills and attitude.

For Home-based 90031 Lincoln Heights plumbing & heating business.

Email resume to: rlupian@goodwillsocial.org



UNIT SECRETARY

F/T, 7:00 to 07:00p. (?) Korean Care Center. Provide clerical support and services and high quality service to patients and staff. High School graduate or equivalent preferred. One year recent Unit Secretary experience in an acute care setting preferred. Knowledge of medical terminology, approved abbreviations and symbols. Communicate effectively in English, both verbally and in writing. BCLS card. Fire Card. **Apply on-line to CHA Hollywood**

Presbyterian Medical Center - Los Angeles www.hollywoodpresbyterian.com