

From: spoe <ms.spoe@yahoo.com>

To: whotch@csulb.edu, u2boy14@hotmail.com, jfleming@csulb.edu

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Subject: Students Looking For Jobs

Hello to a few of my former professors!

This is Shannon Poe writing. I was wondering if any of you knew any students who need a job. I just recently obtained a new full-time job and my old company is looking for someone to take my place. It's a small, family owned company located in downtown Long Beach. The hours are very flexible, and it's an ideal location for a student. It will also look great on a resume! The pay will probably start around \$10/hr. Please let me know if you know of any candidates. This is the basic job description:

Digital Production/Book Editor

You will be working on a PC platform.

Have a GOOD working knowledge of the following programs, and skills:

- Photoshop
- Adobe Acrobat (Full Version, not just reader)
- Microsoft Office (Excel, Word)
- 30+ wpm helpful
- Basic knowledge of digital scanning/willingness to learn

Must be:

- Accurate
- Detail Oriented
- Able to meet weekly deadlines
- Self-motivated (be able to work well on your own without supervision, but also be able to work well as part of team when the position calls for it)

You will be responsible for editing at least 24 volumes of nautical/maritime books with corrections and amendments issued on a weekly basis. You will also be keeping recorded logs of your progress, and coordinating with your office mates for approval of corrections and the final in-house printing of the weekly correction packets.

I want to stress that this is a great place for students to work while going to school. We are actually getting too many resumes from people who are way overqualified.