

EXPERIENCE RECORD

Name in full (Miss) Frances Marie Lane Date March 6, 1959
 Residence _____ Social Security Acct. No. _____
 Telephone No. _____
 Date of birth _____
 How long have you lived in the Bay Area? 14 yrs, 3 mo.
 Single Single Married _____ Divorced _____ Separated _____ Widowed _____
 Number of full dependents self Housekeeping yes Boarding _____ Living with Parents _____
 Desire work as: Sales + public relations Lowest acceptable salary 285
 Are you now employed? yes If not, how long have you been unemployed? _____
 State condition of health Good health Ht 5'4 1/2 Wt. 150 Have you any chronic diseases none
 Explain fully any defect you may have in sight, hearing, speech or limb none
 State extra-curricular activities in high school and/or college Drama; music; painting; cooking; sewing

EDUCATION

School	Name of School	Address	From	To	Did You Graduate?	Course or Major
Grammar	Maple Street School Hoopston, Illinois	Hoopston, Illinois	1909	1916	yes	
High	Greer College	Hoopston, Illinois	1916	1919	special work	Junior College work
College	McDonnell Bus. College	Chicago, Illinois	1920	1921	courses	Blkg. Typing
Business College	Chicago Art Institute	Chicago, Illinois			special work	Conf. sets for Design; decorating
Correspondence or Extension	Sherwood School of music Canterbury School of Expressive Arts	Fine Arts Bldg. Chicago Fine Arts Bldg Chicago				Drama Coaching of lectures

PREVIOUS EMPLOYMENT

Firm Name, Address, and nature of business	Name of Position Held	How Long Employed		Name of Immediate Superior & Phone No.	Received Salary	Reason for Leaving
		From	To			
Ross/Atkins Ex. 7-4000 Stockton at Market S.F.	2 1/2 Womans fashions 1 1/2 Boys clothing Sales	Oct. 1955		Mrs. Poole	1.57 hr against comm.	
W & J Sloane ga. 1-2827 216 Sutter St. S.F.	Customer service	April 1953	July 1955	Mr. James Kay	265	Reorganization
Gladys Layton Layton Home Furn. San Mateo	Hostess	Sept. 1950	April 1951	Miss Layton		Changed area
V. C. Morris Ex. 2-5502 140 Maiden Lane S.F.	Sales Display	June 1949	Feb. 1950	V. C. Morris		Changed area
Self employed in art business and decorating in S.F. and on Peninsula		Dec 1944	June 1949			

This application blank is furnished through the courtesy of
 The San Francisco Examiner Want Ad Department, Help Wanted Division, Sutter 1-2424;
 *Peninsula, LYtell 1-0311; East Bay, TEmplebar 2-2424; Marin County, GLenwood 3-4916.
 The Examiner regularly publishes more Help Wanted advertising than all other San Francisco newspapers combined.

See attached data for previous activities.

CHECK IN THE COLUMNS AT THE RIGHT OF THE OCCUPATIONS LISTED BELOW THOSE THAT YOU HAVE STUDIED AND/OR ARE INTERESTED IN. ALSO STATE IN TERMS OF YEARS THE EXPERIENCE YOU HAVE HAD IN EACH OCCUPATION, AND THE KIND OF BUSINESS INVOLVED (SUCH AS ARCHITECT'S OFFICE, DEPARTMENT STORE, OIL COMPANY).

	STUDIED	INTERESTED IN	YEARS OF EXPERIENCE	KIND OF BUSINESS
ACCOUNTING - GENERAL				
AUDITING - COMPANY INTERNAL				
AUDITING - PUBLIC				
BOOKKEEPING MACHINE OPERATION				
BURROUGHS				
ELLIOTT FISHER				
MOON HOPKINS				
SUNDSTRAND				
CALCULATING MACHINE OPERATION				
FRIDEN				
MARCHANT				
MONROE				
COMPTOMETER				
CLERICAL				
ACCOUNTS PAYABLE				
ACCOUNTS RECEIVABLE				
CREDIT				
INSURANCE				
ORDER				
PAYROLL				
PURCHASING				
STATISTICAL				
TAX				
TRAFFIC				
FILING				
P. B. X. OPERATION				
STENOGRAPHY, ETC.				
DICTAPHONE OPERATION				
SECRETARIAL WORK				
STENOGRAPHY				
TELETYPE OPERATION				
TYPING				
TABULATING MACHINE OPERATION				
TABULATOR, ALPHABETICAL				
TABULATOR, NUMERICAL				
KEY PUNCH, ALPHABETICAL				
KEY PUNCH, NUMERICAL				
MULTIPLYING PUNCH				
SORTER				
		DO NOT WRITE BELOW THIS LINE		

EXPERIENCE RECORD

Date March 6, 1959

Name in full Frances Jane Social Security Acct. No. _____

Residence _____ Telephone No. _____

Date of birth _____

How long have you lived in the Bay Area? _____

Single _____ Married _____ Divorced _____ Separated _____ Widowed _____

Number of full dependents _____ Housekeeping _____ Boarding _____ Living with Parents _____

Desire work as: _____ Lowest acceptable salary _____

Are you now employed? _____ If not, how long have you been unemployed? _____

State condition of health _____ Ht. _____ Wt. _____ Have you any chronic diseases _____

Explain fully any defect you may have in sight, hearing, speech or limb _____

State extra-curricular activities in high school and/or college _____

EDUCATION

School	Name of School	Address	From	To	Did You Graduate?	Course or Major
Grammar						
High						
College						
Business College						
Correspondence or Extension						

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		From	To			
B.C. Moore, Portrait Painter 5551 La Pazada, Long Beach, Cal.	Representative Public Relations	March 1942	This activity was carried over into my West Coast self employment period		25% com.	
Anderson Galleries Inc. Congress Hotel, Chicago, Ill.	Public Rel. Director	Oct 1938	1942	Mr. Anderson This bus. is now owned by Findlay	5000 year	Business discontinued
Findlay Galleries 320 So. Michigan Blvd, Chicago	Sales research books	Oct. 1933	May 1936	W.C. Findlay, Jr. 320 So. Michigan Blvd Chicago Webster 9-481		To go abroad
W.H. Hoops + Co. 614 So. Michigan Blvd, Chicago	Sales-Display Designing	Oct 1930	Oct 1933	Mr. Hoops		To open Findlay galleries
Carson Pirie Scott + Co. State Street at Monroe, Chicago	Buying art Designing and info packages	approx. May 1922	May 1930	Charles Patterson Gordon Pirie Ray Cornwall	4000 + bonus	Travel

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STATISTICAL				
TAX				
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FILING				
P. B. X. OPERATION				
STENOGRAPHY, ETC.				
DICTAPHONE OPERATION				
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KEY PUNCH, NUMERICAL				
MULTIPLYING PUNCH				
SORTER				
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To: Takahashi
How to reach: 1661 Post St

DATE

MAR 6

1959

Mrs. Takahashi

Introducing: Frances Lane

CODE OR ORDER NO.

1-18.63

For employment as: salesperson

1-75.71

Referred by: Evelyn Thichett

PROspect 6-3850

Phone EXT 416

**FOR USE
BY
EMPLOYER**

HIRED. Date started work _____

NOT HIRED. Reason _____

Employer's Signature _____

THIS CARD IS POST-FREE. YOU MAY PHONE THE ABOVE INFORMATION, IF YOU PREFER.

STATE OF CALIFORNIA
DEPARTMENT OF EMPLOYMENT
800 CAPITOL AVENUE
SACRAMENTO 14, CALIF.

OFFICIAL BUSINESS

EMPLOYMENT SECURITY MAIL
UNITED STATES POSTAGE
ACCOUNTED FOR UNDER ACT OF CONGRESS

STATE OF CALIFORNIA
DEPARTMENT OF EMPLOYMENT

801 Turk Street
San Francisco, California

San Francisco

March 6, 1959

Dear Mrs. Takahashi:

Thank you for considering me for the position you have on your staff. I also appreciate my introduction to the art of Mr. Serizawa, and thank you for the attractive calendar and watch books.

Enclosed is my experience record, and in addition, may I offer the following personal references which are local:

Mrs. Aurelie Patterson, [redacted]
Linen dealer, formerly located at U.C. Morris.

Mr. and Mrs. Parker Robinson [redacted]
[redacted] Mr. Robinson is a consultant engineer,
while Mrs. Robinson is an artist.

Mr. Sidney Kersh, [redacted]
Real estate dealer: [redacted]

Miss Beba Kesler [redacted]
formerly of Chicago. Manager of Clay Jones.

Miss Eileen Weingart, [redacted]
[redacted]. A member of Oakland's, State Board
of Personnel.

Sincerely yours,
Frances Lane

[redacted]