

CHRISTINE Y. MCGEE

30 Andrew St., Apt. 2
Cambridge, MA 02139
(617)868-4907

EXPERIENCE

- 1992-present OFFICE ASSISTANT, Women's Theological Center, Boston, MA. Provide secretarial and clerical assistance including writing correspondence, wordprocessing, and providing information to requestors.
- 1992-present EXECUTIVE ASSISTANT, Blackside, Inc., Boston, MA. Provide executive assistance to the President.
- 1992 PRODUCTION INTERN, Blackside, Inc., Film and Television Productions, Boston, MA. Provide research and administrative assistance for documentary about the Great Depression.
- 1991-1992 CABLECAST INTERN, Cambridge Community Television, Cambridge, MA. Responsibilities include transmitting and monitoring station's programming to the Cambridge community.
- 1990-1991 ADMINISTRATIVE ASSISTANT, Channing Laboratory, Boston, MA. Provided administrative assistance including wordprocessing documents using WP; writing correspondence; reconciling accounts; and assisting with preparing grant proposals.
- 1989-1990 ADMINISTRATIVE ASSISTANT, Active Temps, Boston, MA. Responsibilities included wordprocessing using various programs; transcribing; database entry; and staffing a Helpline.
- 1988-1989 COMMUNITY ORGANIZER, ACORN, Boston, MA. Working with community residents, coordinated neighborhood campaigns in Dorchester and Mattapan to achieve improved city services. Responsibilities included initiation, planning and outreach.
- Summer 1988 RESEARCH ASSISTANT, Wellesley College, Wellesley, MA. Conducted research on the economic positions of Black and white women in the US economy to assist economics professor writing a book on the subject.

VOLUNTEER ACTIVITY

We Care, Member and Coordinator. Coalition of adults and youth promoting support for Boston-area youth and fostering inter- and intra-generational communication.

No Hassle Productions, Production Manager. Producers of *Do You Deliver?* a film about an agoraphobic African American woman.

Cambridge Women in Cable, Member.

REFERENCES Available upon request.

JENNIFER KASTNER

174 Garden Street
Cambridge, MA 02138
617-661-7583

EXPERIENCE

April, 1990 -
December, 1991

Executive Assistant to Cambridge Vice Mayor Kenneth E. Reeves.

Handled all constituent services, including employment, affirmative action, tenant/landlord issues and neighborhood and public safety concerns. Advocated for Cambridge residents with city departments. Researched and wrote City Council legislative proposals. Assisted in policy development. Wrote press releases and supervised liaison with news media. Organized community meetings. Coordinated and raised funds for major community events. Supervised maintenance of office files and research materials. Maintained written log detailing flow of information to and from the Vice Mayor's office. Designed and produced flyers, brochures, and invitations. Handled all scheduling and correspondence. Supervised the work of three student interns and volunteer staff. Supervised maintenance of database.

January, 1986 -
April, 1988

Communications Consultant, National Council of Jewish Women (NCJW), Los Angeles, California.

Coordinated outreach for social service agency, Women Helping Women. Developed campaigns for childcare, reproductive rights, nuclear freeze. Co-edited/wrote *EveryWoman/L.A.*, NCJW's quarterly journal. Wrote and produced television and radio public service announcements. Worked with volunteer committee to produce NCJW's major annual fundraising event. Developed educational program for para-professional counselors. Counseled on telephone crisis line.

November, 1984 -
September, 1985

Project Director, "Imagine There's a Future," Hollywood Women's Coalition Arts Festival, Los Angeles, California.

Coordinated the participation of over 30 diverse, community-based organizations in week-long arts festival commemorating the 40th anniversary of the bombings of Hiroshima and Nagasaki.

May, 1984 -
November, 1984

Staff Writer/Editor, *Venice Beachhead*, Venice, California.

Worked collectively on editing, writing, layout of progressive, monthly community newspaper.

June, 1982 -
May, 1984

Assistant Director, Ocean Park Community Organization (OPCO) Santa Monica, California.

Worked with volunteers to: organize residents around neighborhood and tenant issues; produce monthly newspaper; write funding proposals; produce annual fundraising event. Handled liaison with press. Managed office. Maintained budget.

- 1977 - 1981 Writer/Producer, Churchill Films; Zimmerman, Galanty, Fiman; ABC Television; Charles Fries Productions (all Los Angeles based).
Developed and wrote films for educational and national cable markets -- subjects from sex education and women's health issues to literary forms. Wrote and produced radio and television spots for state and national political campaigns. Researched, developed and assisted in production of scripts for network television.
- 1976 Educational Consultant/Workshop Leader, Boston Public Schools.
Collaborated on design of and co-led Title I teacher training program in preparation for busing in public schools. Taught multicultural curriculum development and co-led workshops on racism.
- 1975 - 1976 Project Director/Master Teacher, Hillside Center, Roxbury.
Created after-school program in professional photography for inner city students. Taught reading to high school students referred by schools and Juvenile Court. Trained and supervised seven teachers.
- 1972 - 1975 Writer/Producer, Ealing Film Corporation, Cambridge.
Wrote and produced educational and teacher-training films in social studies, language arts, and science.
- 1971 - 1976 Curriculum Writer, Curriculum Associates, North Billerica.
Author of five language arts workbooks still in use nationally.
- 1965 - 1969 Assistant Producer, WGBH-TV, Boston.
- 1961 - 1964 Reporter, *London Evening Standard*, London, England. *Manana* newsmagazine, Mexico City.

EDUCATION

B.A. English Literature, St. Clare's College, Oxford, England.

COMMUNITY INVOLVEMENT

Venice Neighbor-to-Neighbor -- Co-founder/Co-chair of organization working for affordable housing, and community services for homeless people in Venice, California
Progressive Feminist Alliance, Santa Monica, California. Santa Monicans for Renters Rights. Westside County Health Alliance, Los Angeles. Boston Bail Project, Cambridge.

REFERENCES

On request.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300

FAX 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

November 23, 1992

To The Honorable, The City Council:

I am hereby transmitting notification of the appointments of the following persons as Members of the Cambridge Commission on the Status of Women, for a three year term to expire December, 1995:

Christine Y. McGee
30 Andrew Street, #2
Cambridge, MA 02139

Elizabeth Anne Zale
24 Rindgefield Street, #2
Cambridge, MA 02140

Jennifer Kastner
174 Garden Street
Cambridge, MA 02138

Very truly yours,

Robert W. Healy
City Manager

RWH/mev
attachments

Consent Agenda # 1 A-102

Appointment of three persons to the
Cambridge Commission on the Status
of Women.

In City Council,

November 23, 1992

Placed on file