

# MARY RYNASKO

marynasko@gmail.com

## *PROFILE*

Resourceful operations professional whose team members trust to ask insightful questions and already have an action plan in development.

Independent worker capable of emotionally-intelligent communication across all levels of an organization.

## *SKILLS*

- Highly adept at prioritizing and meticulously organized
- Sharp eye for detail and precise data upkeep
- Excellent time management skills and self-motivated in all work environments
- Experienced with: Microsoft 365 (Word, Excel, PowerPoint, Teams, OneDrive, SharePoint), Google Suite, Zoom, Skype, Slack, Workday, Salesforce, Adaptive Insights, Formstack, NetSuite, and Jira platforms
- Thoughtful and inquisitive when working with a team to hone procedures and processes to best fit specific individual and project needs

## *PROFESSIONAL EXPERIENCE*

### **Open Society Foundations – Europe and Central Asia Program | New York, NY**

#### **Program Operations Associate | August 2021 - December 2023**

*Temporary assignment through Temporary Staffing and Search*

- Oversaw Program grant portfolios and budgets during Foundation transition period
- Managed contracts with consultants, venues, and service providers including liaising among parties regarding terms negotiations
- Communicated deadlines and procedure changes to ensure Program compliance with laws and internal policies
- Facilitated two iterations of the 14-week Strategic Communications Training Program
- Coordinated monthly and ad hoc meetings including agenda building and note-taking
- Maintained Program electronic file storage system and supported colleagues during the Foundation transition from Box to Microsoft OneDrive

### **Du-Good Press | Brooklyn, NY**

#### **Writing and Research Assistant | November 2022 - March 2023**

- Researched and wrote biographical notations to accompany the 2nd Edition of Char Jeré's *The Periodic Table of Black Revolutionaries*

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## **Noom, Inc. | New York, NY**

### **Operations Coordinator | October 2020 - May 2021**

*Temporary assignment through Temporary Staffing by Suzanne, Ltd.*

- Securely processed employees' benefit transactions and personal information
- Resolved employee inquiries on a daily basis with frequent positive feedback
- Oversaw the benefits Open Enrollment event for 3,000+ employees
- Developed the training document "People Team: Benefits Standard Operating Procedures" as well as other training materials including tutorial videos

## **Luckybird Bakery | Brooklyn, NY**

### **Operations Manager and Assistant to the Owner | November 2014 - March 2020**

- Managed client communication and follow-up
- Hosted tasting appointments with wedding clients
- Designed regular and seasonal menus and maintained the company website
- Prepared weekly payroll and light invoice reconciliation

## **Kayrock Screenprinting | Brooklyn, NY**

### **Office Manager | June 2015 - March 2019**

- Maintained organization and production schedule of boutique screenprinting studio
- Responded to client inquiries and project requests including calculating and providing project price quotes
- Managed communication among clients, staff, and shop management
- Oversaw studio supply ordering and shipping needs

## **NK&D / a movement company | New York, NY**

### **Contributing Artist | February 2019**

- Created set and costume pieces for contemporary dance performance

## **Slow Factory | Brooklyn, NY**

### **Assistant to the Owner | June 2015 - January 2016**

- Prepared orders and maintained inventory for a luxury silk scarf and accessories company

## **Lu Magnus Art Laboratory + Salon | New York, NY**

### **Gallery Manager | May 2013 - June 2014**

### **Gallery Assistant | November 2012 - May 2013**

- Oversaw daily gallery operations including exhibition installation and deinstallation
- Established and maintained efficient workflow systems for staff and interns
- Maintained gallery website
- Daily communication with artists, gallery owners, press, art collectors, and the public

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## **Troy Rehabilitation and Improvement Program (TRIP) Inc. | Troy, NY**

### **AmeriCorps\*VISTA Program Support Worker | November 2011 - November 2012**

- Liaised among departments to ensure cross-department alignment
- Managed monthly e-newsletter and social media campaigns
- Facilitated staff Green Team

## **Skidmore College Art Department | Saratoga Springs, NY**

### **Teaching Assistant | September 2010 - May 2011**

- Assisted students learning beginning weaving techniques and maintained an orderly studio

## *VOLUNTEER EXPERIENCE*

### **The Metropolitan Council on Housing | New York, NY**

October 2023 - Present

### **City Council District 22 | Participatory Budgeting | Astoria, NY**

March 2023 - Present

### **City Harvest | New York, NY**

June 2021 - Present

### **NYC Votes | New York, NY**

November 2019 - Present

### **Astoria Food Pantry | Astoria, NY**

June 2020 - July 2021

## *EDUCATION*

### **Skidmore College | Saratoga Springs, NY**

Bachelor of Science, Studio Art / Sociology | May 2011

Summa Cum Laude | Departmental Honors in Studio Art

### **Burren College of Art | Ballyvaughan, Ireland**

Semester Study Abroad | August 2009 - December 2009

### **Haystack Mountain School of Crafts | Deer Isle, ME**

*Shaping the World and the World Shaping Us* Conference | July 2011