

# Mary Rynasko

marynasko@gmail.com

## Profile

Analytically-minded professional with 10+ years in arts and small business administration. Thoughtful problem solver with a keen eye for detail and a drive to create and maintain fair, socially conscious workplaces. Experienced in managing small teams and client relations. Excellent written and oral communication skills.

## Skills

- Skilled in Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Experience with Quickbooks Online invoicing
- Proficient in Microsoft Office Software (Word, Excel, PowerPoint)
- Ability to effectively manage small teams as well as client relations / communication
- Excellent problem solving and troubleshooting skills
- Highly adept at organization and prioritizing

## Experience

Luckybird Bakery | Brooklyn, NY

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

- Oversaw operations of luxury baking company
- Client communication
- Menu development and design
- Website maintenance
- Prepared weekly payroll
- Ordered supplies

Kayrock Screenprinting | Brooklyn, NY

Office Manager | June 2015 - March 2019

- Maintained organization and production schedule of boutique screenprinting studio
- Responded to client inquiries
- Calculated costs and quoted printing projects
- Managed communication among clients, staff, and shop management
- Handled ordering and shipping needs
- Contributed to promotional outreach

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 and shipped online orders for luxury silk scarf and accessories company
- Maintained inventory
- Presented and sold products at pop-up shops

Lu Magnus Art Laboratory + Salon | New York, NY

Gallery Manager | May 2013 - June 2014

- Oversaw daily gallery operations
- Managed exhibition installation and deinstallation
- Established and maintained efficient workflow systems
- Handled website updates
- Daily communication with artists, gallery owners, press, art collectors, and the public

Gallery Assistant | November 2012 - May 2013

- Assisted with general gallery operations including graphic design and website maintenance

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

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

- Designed promotional materials
- 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 orderly studio

# Mary Rynasko

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## Education

Skidmore College | Saratoga Springs, NY

Bachelor of Science, Studio Art / Sociology | May 2011

Summa Cum Laude | Cumulative GPA: 3.81

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