

Mary Rynasko

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Profile

Resourceful operations professional with experience multitasking and providing capacity building support. Team-oriented problem solver with a keen eye for detail and a mind for deadlines. Experience liaising among groups to keep all elements of a project moving ahead. Excellent written and oral communication skills, emotional intelligence, and comfortable communicating across all levels of an organization.

Skills

- Highly adept at prioritizing and meticulously organized
- Sharp eye for details and precise data upkeep
- Excellent time management skills and self-motivated in remote and in-person work environments
- Skilled communicator adept across numerous platforms including Slack, email, and video meetings
- Experienced with: Microsoft Office, Google Suite, Workday, Salesforce, Adaptive Insights, Formstack, NetSuite, and Jira platforms
- Thoughtful and inquisitive when working with a team to hone procedures and processes

Experience

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

Program Operations Associate, Eastern Europe and Central Asia | August 2021 - Present

Temporary assignment through Temporary Staffing and Search

- Monitoring of Program grant portfolio and budget during Foundation transition period
- Clearly communicating deadlines, procedures, and Program changes to grantmaking colleagues
- Facilitated remote Strategic Communications Training Program for 22 communications experts and 22 NGOs based in Eastern Europe and Central Asia
- Maintaining Program electronic file storage system and supporting colleagues during the Foundation transition from Box storage to Microsoft OneDrive

Noom, Inc. | New York, NY

Operations Coordinator | October 2020 - May 2021

Temporary assignment through Temporary Staffing by Suzanne, Ltd.

- Meticulous data handling while processing employees' benefit transactions to ensure accurate enrollments
- Professionally handled employees' personal information with appropriate security and discretion
- Responded to and resolved employee inquiries on a daily basis with frequent positive feedback
- Kept detailed notes during meetings identifying specific team member responsibilities and deadlines
- Oversaw the benefits Open Enrollment event for 3,000+ employees making active benefit elections for the new coverage year and kept all team members informed of progress throughout
- 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

- Oversaw operations of a luxury baking company
- Managed client communication and follow-up (phone, email, and in person)
- Hosted in person tasting appointments with wedding clients
- Executed menu development and design
- Maintained 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
- Adjusted weekly production schedule as tasks moved along or encountered delays
- Responded to client inquiries and project requests (phone, email, and in person)
- Calculated costs and quoted printing projects
- Managed communication among clients, staff, and shop management
- Handled 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

Experience Continued

Slow Factory | Brooklyn, NY

Assistant to the Owner | June 2015 - January 2016

- Prepared orders and maintained inventory for luxury silk scarf and accessories company
- Shipped online orders in a timely fashion
- 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 including scheduling freelance art handlers
- 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

Lu Magnus Art Laboratory + Salon | New York, NY

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

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