

MARY RYNASKO

marynasko@gmail.com

[LinkedIn](#)

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 and culturally-informed 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, Box, Zoom, Slack, Workday, Salesforce, 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

KoKo NYC | Brooklyn, NY

Program Administrator | June 2024 - Present

- Oversee administration of youth STEAM programming for participants ages 5 through 14
- Leading social media content creation and management

Vital Strategies – Partnership for Healthy Cities | New York, NY

Grants Associate | January 2024 - April 2024

Temporary assignment through Temporary Staffing and Search

- Led on purchase order creation and amendments in NetSuite to accurately reflect vendor and consultant agreement terms
- Liaised with Program and Finance staff to ensure accurate and timely invoice payments
- Developed the Partnership for Healthy Cities' Grants Associate training manual and video resource library

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 (\$15 million+) amidst Foundation transition
- Managed contracts with consultants, venues, and service providers
- 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

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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*

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
- Facilitated the 2021 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 communicating project timelines and price quotes
- 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

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
- Daily communication with artists, gallery owners, press, art collectors, and the public

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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

Astoria Food Pantry | Astoria, NY

June 2020 - Present

NYC Votes | New York, NY

November 2019 - Present

EDUCATION

Skidmore College | Saratoga Springs, NY

Bachelor of Science, Studio Art / Sociology | May 2011

Summa Cum Laude | Departmental Honors in Studio Art

School of Visual Arts | New York, NY

Conceptual Performance Art | February 2024 - April 2024

Continuing Education course led by Ed Woodham

Haystack Mountain School of Crafts | Deer Isle, ME

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

Burren College of Art | Ballyvaughan, Ireland

Semester Study Abroad | August 2009 - December 2009