

# Mary Rynasko

mary@marynasko.com, www.marynasko.com

## Profile and Skills

Young professional committed to being part of socially conscious art communities  
Skilled in Adobe Creative Suite (InDesign, Illustrator, Photoshop, and Lightroom)  
as well as Microsoft Office Software (Word, Excel, PowerPoint, and Outlook)  
Managing and client/public relations experience

## Employment History

**Office Manager, Kayrock Screenprinting** June 2015 - Present  
Brooklyn, NY

Field client inquiries and maintain organization and production schedule of boutique screenprinting studio, manage communication among clients, staff, and shop management, light promotional outreach

**Assistant to the Owner, Slow Factory** June 2015 - Present  
Brooklyn, NY

Fill and ship online orders for luxury silk scarf and accessories company, maintain accurate inventory numbers, present and sell products at pop-up shops

**Operations Manager and Assistant to the Owner, Luckybird** November 2014 - Present  
Brooklyn, NY

Oversee operations of luxury baking company, manage and recruit wholesale clients, events planning, in-house graphic design and creation of promotional artwork / materials

**Gallery Manager, Lu Magnus Art Laboratory + Salon** May 2013 - June 2014  
New York, NY

Managing daily gallery operations including exhibition installation and deinstallation as well as establishing efficient workflow systems, overseeing activities of Gallery Assistant, keeping gallery website current, liaison with artists about exhibition logistics and programming, and presenting represented artists to the press and public

**Gallery Assistant, Lu Magnus Art Laboratory + Salon** November 2012 - May 2013  
New York, NY

Assisted with general gallery operations including graphic design and website maintenance

**AmeriCorps\*VISTA Program Support Worker** November 2011 - November 2012  
**Troy Rehabilitation and Improvement Program (TRIP) Inc.**

Troy, NY

Provided capacity building support including: designing promotional materials, managing monthly e-newsletter, managing social media efforts, facilitating staff Green Team

**Teaching Assistant, Skidmore College Art Department** September 2010 - May 2011  
Saratoga Springs, NY

Assisted students learning beginning weaving techniques and maintained orderly studio

**Fibers Instructor, The Arts Center of the Capital Region** October 2010 - December 2010  
Troy, NY

Taught small group of adults beginning weaving techniques

## Education

**Skidmore College, Saratoga Springs, NY** May 2011

Bachelor of Science, Studio Art Major, Sociology Minor  
Summa Cum Laude, Cumulative GPA: 3.81

**Burren College of Art, Ballyvaughan, Ireland** August 2009 - December 2009  
Semester Study Abroad

## Honors and Awards

Departmental Honors in Studio Art

Member of Alpha Kappa Delta

National Sociology Honor Society

Member of Periclean Honor Society

## References

Available Upon Request