

Mary Rees Gould

PR/Marketing | Event/Personal Assistant | Artist

www.maryreesgould.com
linkedin.com/in/maryreesgould/
marygould12@gmail.com 781-248-1775

Experience

Freelance Graphic Designer, 1996-Present

Produce high quality, original online and print visual identities (logos, merchandise, brochures, signage, websites, events) for local businesses and nonprofits.

Event Assistant and Bartender, 2019-Present

Support caterers, wedding parties, and hosts in setup, food prep, bartending, kitchen, customer service, or other duties to ensure a successful event. TIPS and Serv-Safe Certified.

Personal Assistant, 2020-Present

Collaborate with individuals and businesses to improve home environments and workspaces by decluttering, organizing, creating systems, selling, donating, packing, making deliveries or phone calls, and coordinating events.

Administrative Assistant, Manzi & Associates, Inc., 2022-2023

Handled incoming calls, mail, and visitors, supported managing partners and staff accountants, coordinated with vendors for purchases and deliveries and served as point person for clients contacting office.

Order Writer and Team Member, Whole Foods Market, 2020-2022

Within the Whole Body department, assessed/ordered inventory and processed back stock, shrink and donations. Established a welcoming environment and assisted customers with product choices.

Program Director, Creative Arts, 2017-2020

www.WeTeachCreativeArts.org

Designed and executed all PR/Marketing for this non-profit school, coordinated 18 faculty members and 100+ students, including schedules, rental spaces, equipment, and events for year-round group classes, recitals, art shows, school presentations, seasonal events and open houses.

Artistic Director and Co-Founder, Fairy Tale Players Theater for Young Children, 2011-2017

www.fairytaleplayers.com

Coordinated PR/Marketing, maintained finances, developed community outreach, booked performances, wrote scripts, cast and directed productions, created sets, props and costumes.

Music Together Teacher, 2009-2016

www.musictogether.com

Created and led highly interactive parent and child music classes using live instruments, movement and singing; based on an international curriculum of traditional, folk, blues, classical and multicultural music.

Graphic Designer and Production Artist, Massachusetts Medical Society, 1989-1996

Created company website, online and print marketing for events and classes for doctors, MMS Auxiliary and employees; served as Production Artist for *The New England Journal of Medicine*.

Education

Associates in Graphic Design, Massachusetts College of Art, Boston, MA, 1993

B.A. Communications, Loyola University, New Orleans, LA, 1987

Skills

- Microsoft Office, Google Apps, Adobe Illustrator, FaceBook, Apps for automated emails and website creation.
- Office Administration, Digital Marketing and Management, Brand Representation, Event Facilitation, TIPS and Serv-Safe Certified, Bartending, Teaching, Photography, Drawing, Musical Theater, Stagecraft.