

# Mary Rees Gould

Event and Personal Assistant | PR/Marketing | Artist

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## Experience

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### Event Assistant, 2019-Present

Work closely with event hosts to understand their vision and expectations; coordinate with vendors, venues and staff; and oversee event setup, execution, and breakdown to ensure smooth and efficient execution of events.

### Personal Assistant, 2020-Present

Support individuals and businesses with a variety of tasks: manage calendars and communications; create and maintain systems for information tracking; facilitate events, organize, declutter, pack for moves, make deliveries/phone calls; and design/install art, seasonal and special event decor.

### Brand Ambassador, 2022-Present

Promote and increase brand visibility through tastings, events and social media; engage with consumers and store management to collect feedback; build brand awareness and loyalty through positive interactions; and boost sales of the product.

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

Greeted and assisted office guests; handled incoming calls, mail, and confidential business records; organized client financial packets for firm partners and staff accountants; and coordinated office supply vendors.

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

Assessed and ordered inventory according to company policies; processed back stock, shrink and donations; and established a welcoming environment and assisted customers with product choices within the Whole Body department.

### Program Director, Creative Arts, 2017-2020

Designed and executed all PR/Marketing for the non-profit school; managed schedules, rental spaces, equipment, and events for 18 faculty members and over 100 students; and coordinated year-round group classes, recitals, art shows, school presentations, seasonal events and open houses. [www.WeTeachCreativeArts.org](http://www.WeTeachCreativeArts.org)

### 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.

## Education

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

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

## Skills

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- Microsoft Office, Google Apps, Adobe Illustrator and Acrobat, Wix, GoDaddy, SquareSpace, Constant Contact, MailChimp, ZoHo Books, Ebay, Etsy, FaceBook, Instagram.
- TIPS and Serv-Safe Certified, Bartender, Early Childhood Music Teacher, Photographer, Theater Professional.