

Mary Helen Mack

Contact

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Education

University College Cork,
Graduate Entry Medicine
Aug 2016 - Sep 2017

University of the Arts London,
MA Art and Science
Aug 2014 - Jul 2016

University of Oxford
Ruskin School of Art, Art and Anatomy
Jun 2015

Santa Clara University
Hons BA-Studio Art,
Hons BSc-Biology, Minor-Chemistry
Aug 2010 - Jun 2014

University of Sussex
Semester exchange, Life Science
Aug 2012 - Dec 2012

Danish Institute for Study Abroad
Medical Biotechnology & Drug
Development, Denmark/ Scotland
Jun 2013

Summary

BA, BSc, MA. A Philomath and autodidact, I create innovative strategies, tactical plans, communication protocols, and reporting structures for projects. I have proven ability to work individually and, on a team, multi-task, function in fast-paced, time-sensitive positions, and meet stringent deadlines, possessing well-honed, collaborative style of engagement with professors, colleagues, students, and others to address issues and develop efficient and effective solutions. I feel comfortable being immersed in foreign environments and cultures, having traveled in 25 countries on four continents.

Experience

Aug 2022- Sept 2022

Reception and Accommodation Office Support • Kellogg College University of Oxford

- Serve as primary point of contact for Kellogg College via email, phone and written post communications
- Conducted inventory checks and assisted in assessments of Kellogg College accommodation in preparation for student tenant arrivals
- Managed branded merchandise: sales, inventory and till
- Contribute to making the salon atmosphere stylish and appealing by providing congenial hospitality, excellent service, and clean and well-designed spaces.
- Prepared student welcome packs and accommodation packs to provide both essential and social information to ensure a smooth transition to start of term

Apr 2021- Jan 2022

Manager • Science Fitness Boxing Studio

- Manage company funds, product sales, and till.
- Improved social media and website engagement; designing, filming and creating media
- Increased membership subscriptions by 10-20%
- Coordinated events and studio space sharing with partner organizations for promotion and fitness classes
- Implemented an organizational scheme to streamline the employee environment in two locations.

Apr 2019-Present

Vice Chair Merchandise/Marketing, Prior VC Social Media • Junior League of London

- Increased membership engagement and advertising reach
- Created and coordinated social media and digital marketing content/ campaigns
- Acted as social media liaison for communications committee on internal and external media platforms, including Instagram, Facebook, LinkedIn, Twitter, Hootsuite, and more.
- Designed and coordinated creation of branded merchandise for membership and partners
- Reduced organizational cost and increased profit margin for merchandise
- Expanded range of products available and implemented/ designed new range of seasonal and perennial designs

Jun 2019- Apr 2021

Receptionist • Popham Hairdressing

- Coordinate client and stylist schedules via phone, email, online booking schemes, and in person.
- Manage company funds, product sales, and till.
- Contribute to making the salon atmosphere stylish and appealing by providing congenial hospitality, excellent service, and clean and well-designed spaces.
- Handled application of new scheduling, hygiene, and distancing systems following COVID outbreak.

Jun 2018-May 2019

Guest Services Representative • Black Butte Ranch

- Acted as a company/client liaison, providing service and solutions for guest and homeowner concerns.
- Maintained company database to anticipate needs of team members and clients.
- Handled guest check-ins for events and accommodations.

Additional Skills

Certified Lab Safety (SCU)

Fully Trained / Certified CPR (UCC)

MS Word, Excel, Publisher, Outlook, and
PowerPoint; Adobe Photoshop and
Lightroom ; Google Business, Sheets,
Gmail, Docs, Drive

Intermediate Spanish

Beginner's Level French

Avid reader (800+ books annually)

Wine and Spirit Education Trust:

Level 2 awarded Nov 2019

Level 3 completed Nov 2020

Communication and Exhibitions

2018, 2019, 2020

Multnomah Athletic Club • Juried Art Exhibition • Exhibitor

Jan 2017

University College Cork • International Student Surgical Conference • Poster Presentation 2nd place prize

Jan 2015- Dec 2015

The CUBE London • Artist in Residence

May 2015

University of the Arts London • Interim Art Show • Exhibitor

2012, 2013

Santa Clara University • Juried Art Exhibition • Exhibitor/ Honorable mention