

# Mary Helen Mack

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## SUMMARY

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A Philomath and autodidact, I am eager to continue cultivating my education and passion for art and science.

- **Research:** Create innovative strategies, tactical plans, communication protocols, and reporting structures for projects.
- **Performance/Productivity:** Have proven ability to work individually and on a team, multi-task, function in fast-paced, time-sensitive positions, and meet stringent deadlines.
- **Communication:** Possess well-honed, collaborative style of engagement with professors, colleagues, students, and others to address issues and develop efficient and effective solutions.
- **Adaptability:** Feel comfortable being immersed in foreign environments and other cultures (traveled in 25 countries on four continents).
- **Creativity:** Often inspired to draw the human form, illustrate a comic, paint a playful watercolor, or sketch a fashion model.

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## EDUCATION AND EXHIBITIONS

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<b>Multnomah Athletic Club, Members Juried Art Exhibition</b> , Exhibitor	2018, 2019, 2020
<b>University College Cork</b> , Graduate Entry Medicine	Aug 2016 - Sep 2017
<b>University College Cork</b> , International Student Surgical Conference	Jan 2017
▪ Poster presentation, 2 <sup>nd</sup> -place prize	
<b>University of the Arts London</b> , MA-Art and Science	Aug 2014 - Jul 2016
▪ Dissertation: " <i>Physical Perfection, For a Price: The Motivations Behind Body Modification and the New Normal of Surgically Achieved 'Perfection.'</i> "	
<b>The CUBE London</b> , Artist-in-Residence	Jan 2015 - Dec 2015
<b>University of Oxford</b>	Jun 2015
▪ Ruskin School of Art, Art and Anatomy course, under tutelage of Sarah Simblet	
<b>University of the Arts London</b> , Interim Art Show	May 2015
▪ Presented work: " <i>You're the Reason Our Kids Are Ugly</i> "	
<b>Santa Clara University</b>	Aug 2010 - Jun 2014
▪ BA-Studio Art, BS-Biology, Minor-Chemistry; degrees matriculated cum laude	
<b>University of Sussex</b>	Aug 2012 - Dec 2012
▪ Semester exchange student in Life Science Program	
<b>Danish Institute for Study Abroad</b>	Jun 2013
▪ Medical Biotechnology and Drug Development studies, Denmark and Scotland	
<b>Santa Clara University, Juried Art Exhibition</b> , Exhibitor (received honorable mentions for submissions)	2012, 2013

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## EXPERIENCE

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<b>Reception and Accommodation Office, Kellogg College, University of Oxford</b> (Oxford, England)	Aug 2022– Sept 2022
▪ 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	
<b>Manager Science Fitness Studio</b> (Oxford, England)	Apr 2021– Jan 2022
▪ Serve as primary point of contact for boxing gym and fitness studio company/client liaison.	
▪ Manage company funds, product sales, and till.	
▪ Manage company social media platforms and website, designing, filming and creating media to increase digital and in-person engagement.	
▪ Assist in events coordination and studio space sharing with partner organizations for events and fitness classes	

- Contribute to making the studio atmosphere comfortable and safe, providing congenial hospitality, excellent service, and clean and well-designed spaces.
- Implemented an organizational scheme to streamline the employee environment in two locations.

**Vice Chair, Communications Committee/Member, Junior League of London** (London, England) Apr 2019 - Present

- Create and coordinate social media and digital marketing content and outreach for international volunteer organization.
- Act as social media liaison for communications committee on internal and external media platforms, including Instagram, Facebook, LinkedIn, Twitter, Hootsuite, and more.
- Served on committee that orchestrated the fundraising event, Boutique de Noel, a pop-up, indoor Christmas market.
- Designed and coordinated creation of branded merchandise for membership and partners

**Receptionist, Popham Hairdressing** (Oxford, England) Jun 2019–Apr 2021

- Serve as primary point of contact for Summertown Salon and as company/client liaison for its three locations.
- 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.
- Implemented an organizational scheme to streamline the employee environment in two locations.
- Handled application of new scheduling, hygiene, and distancing systems following COVID outbreak.

**Guest Services Representative, Black Butte Ranch** (Black Butte, Oregon, USA) Jun 2018 - May 2019

- Acted as a company/client liaison, providing directions, friendly 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.

**Member, Junior League of Portland** (Portland, Oregon, USA) Apr 2018 - Present

- Participate in organization that helps to end the cycle of violence against women through networking and professional development, including courses in leadership, diversity, and finance.
- Attended 2019 Rose City Summit (diversity, equity, and inclusion) and NW Exchange conference (sharing best practices).
- Performed volunteer commitments consistently with partner organizations (e.g., Rose Haven Women's Shelter, New Avenues for Youth Day Shelter, Gingerbread Jamboree, and Children's Book Bank).

**Member, Arts & Acquisitions & 20s/30s Committees, Multnomah Athletic Club** (Portland, OR, USA) Mar 2018 - Present

- Coordinate social and educational events.
- Manage and oversee committee annual budget and art purchases.
- Act as a meeting leader and voting committee member using *Robert's Rules of Order*.

**Teacher, Andhra Loyola Institute of Engineering & Technology** (Vijayawada, Andhra Pradesh, India) Jul 2014 - Aug 2014

- Taught soft skills (resume writing, interviewing, and business English) to 4<sup>th</sup>-year engineering students and Master's degree candidates.

**Research Assistant, Santa Clara University** (California, USA) Dec 2011 - Jun 2014

- Performed radioactive, drug-binding investigations (pH dependence) for studying the scrambling of phosphatidylserine (PS) in red cells after drug treatments.

**Teaching Lab Assistant, Chemistry and Organic Chemistry Department, Santa Clara University** Jan 2012 - Mar 2014

**Community Facilitator/Resident Assistant, Santa Clara University** Aug 2011 - Jul 2012

- Coordinated activities for students.
- Dealt directly with residents' problems, addressing concerns on a daily basis.

**University-Commissioned, Chemistry Tutor, Santa Clara University** Aug 2011 - Jun 2012

## **ADDITIONAL SKILLS AND INTERESTS**

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- Certified Lab Safety (Santa Clara University, Chemistry/Biochemistry Department)
- Fully Trained and Certified in CPR (University College Cork, Graduate Medical School)
- MS Word, Excel, Publisher, Outlook, and PowerPoint; Adobe Photoshop and Lightroom ; Google Business, Sheets, Gmail, Docs, Drive
- Conversational/Intermediate Spanish, Beginner's Level French
- Avid reader (average 700 books consumed annually 2018-2021)
- Wine and Spirit Education Trust Certification
  - Level 2 certification awarded November 2019
  - Level 3 certification course completed November 2020