

project manager
problem solver
people person
pizza enthusiast

mary e. ellis

brooklyn, new york 11216
919.341.9117 ♦ mary.e.ellis@gmail.com

north carolina state university
b.a. world literature ♦ b.a. film studies

Community Counseling and Mediation, 2013–2014

ASSISTANT CONTROLLER

- ♦ Managed and ran \$350,000 semi-monthly payroll for 175 employees and 100 contractors
 - ♦ Coordinated with the IRS and company's accounting firm, including audits, for 15 state and city funded programs
 - ♦ Transitioned company to the ADP Self-Service Portal
 - ♦ Implemented plan selection and purchase for health and liability insurance
 - ♦ Reported on and managed accounts payable, accounts receivable, and budgets for a \$6 million operating budget
- // Software: Sage MIP Accounting Software, ADP Payroll System, Microsoft Suite

North Carolina Museum of Art, 2008–2013

OFFICE AND PROJECT MANAGER, DEPARTMENT OF PLANNING & DESIGN

- ♦ Managed the \$2.2 million furniture, fixtures and equipment (FF&E) budget for the 2010 West Building Expansion, a project which received many awards, including the AIA National Honor Award 2010
 - ♦ Ran budget and map redesign for the Blue Loop trail installation project, opening new portions of the 164-acre campus for visitor use
 - ♦ Planned and executed 200-person VIP guest gala for the Blue Loop trail opening
 - ♦ Planned and implemented campus-wide signage update project for all wayfinding, donor, and art ID signs
 - ♦ Contributed to grant applications for state, city, and private funding for Park programs
 - ♦ Oversaw 2013 physical plant upgrades to the primary exhibition gallery
 - ♦ Launched pilot program for selling water lilies from the water garden as a Park fundraiser
 - ♦ Managed budgets and cashflow of \$300,000 for the Planning and Park Departments
 - ♦ Liased with City of Raleigh, State of North Carolina, Department of Transportation, City Parks and Recreation, Board of Directors, City and State legislators/representatives, private donors
 - ♦ As a result of my work, the position was expanded in scope, responsibility, and compensation
 - ♦ Tripled the size of the Park Volunteer Program
- // Software: Google Suite, Microsoft Suite, Adobe suite, Autocad

SPARKcon & musicSPARK, 2009-2010

CO-DIRECTOR / DIRECTOR

- ◆ Grew the musicSPARK festival from about 25 acts in 6 venues to over 100 musical acts across 15 venues
- ◆ Coordinated and executed festival from an “executive producer” perspective, managing 20 volunteers to implement all aspects of the event
- ◆ Tripled core volunteer pool
- ◆ Promoted to SPARKcon director (2010) in conjunction with being the musicSPARK director
- ◆ Doubled stage accommodations through donor development and engagement
- ◆ Led marketing activities through donated art for posters, radio spots, interviews, articles, word of mouth, the SPARKcon website, and social media
- // Software: Twitter, Facebook, Google & Microsoft Suite, Adobe Photoshop, HTML, Wordpress

SkillStorm LLC, 2008

OFFICE MANAGER

- ◆ Coordinated the move to a newly renovated suite of offices (received a Swirl award for this)
- ◆ Served as Executive Assistant to the Vice President at the Dallas office
- ◆ Handled all payroll and HR coordination for the site and its 30 contractors
- ◆ Planned and coordinated the office volunteer day through Habitat for Humanity

North Carolina State University, 2006–2007

ADMINISTRATIVE SUPPORT ASSOCIATE

- ◆ Coordinated the move of the entire 70 person department across campus to a newly renovated building (received a Pride of the Wolfpack Award for this project)
- ◆ Liaised with Accounts Payable, Contracts and Grants, Facilities, IT, and Human Resources
- ◆ Coordinated national faculty searches for tenure-track professors
- ◆ Assisted with fiscal year close-out, monthly reconciling, and purchasing for budgets and major grants
- ◆ Updated the department’s website
- ◆ Helped coordinate the annual History Conference

References available upon request...