MARY PAUL

Bronx, NY
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EXPERIENCE

Mottley Kitchen and Catering
Bronx, NY
Restaurant Consultant

MARCH 2019 - JAN 2020

Supervised special projects, such as new menu rollouts, maintaining at minimum 65% margins.

Produced detailed financial reports and training materials as needed.

T&M Protection Resources
New York, NY
Writer and Project Assistant, Sexual Misconduct Investigations

AUGUST 2017 - NOV 2018

Transcribed interviews and drafted and edited these into highly sensitive reports averaging 45 pp for clients with quick turnaround.

Created and maintained investigative plans for over 15-20 active cases.

The Four Horsemen
Brooklyn, NY
Operations Manager

JULY 2016 - JUNE 2017

Administered payroll for over 20 employees and onboarded all new hires.

Managed Binwise inventory tracking system and physical wine cellar inventory of over 400 cuvées.

Acted as point person for Aloha POS system, programming menu changes and stock levels.

Whitney Museum of American Art
New York, NY
Associate Merchandiser, Managing Online Sales

FEB 2015 - JAN 2017

Maintained department-wide stock database for over 1,000 unique products; trained Shop staff in educational value of each product.

Created all website copy, coordinating with various departments in order to maintain Museum's mission and connections to current exhibitions.

Planned and created weekly and monthly emails promoting product, managing photoshoots and product image database.

Owned all vendor relationships, negotiating discounts and reorders.

Aesthetic Movement
Queens, NY
Project Coordinator and Trade Sales Representative

JUNE 2013 - FEB 2015

Developed projections and sales goals for more than 20 lines maintaining transparency and realistic expectations with buyers.

Acted as sole sales rep for contract, trade and hospitality accounts in NY & NJ.

TECHNICAL PROJECTS

Picket | *Developer* | JAN 20
https://picketnow.herokuapp.com/
Social networking PWA focused on activism. Developed with NERD stack. Styled with CSS and Material UI.

Tiny Made | *Developer* | JAN 20
https://github.com/1911-grace-shopper/grace-shopper
Ecommerce platform selling tiny houses. Developed with NERD stack. Styled with CSS.

TECHNICAL SKILLS

Proficient: Javascript, Node.js, Express.js, React.js, Redux.js, CSS, HTML, Material UI, Styled Components, Git & Github, Sequelize ORM for PostgreSQL.

Familiar: React Native, Heroku, SQL, Enzyme, Mocha/Chai, Socket.io.

EDUCATION

The Grace Hopper Program at Fullstack Academy
New York, NY
NOV 2020 - JAN 2020

University of Michigan
Ann Arbor, MI
SEPT 2007 - DEC 2010
Bachelor of Arts with Honors
English, Creative Writing