

MARY SPICER

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MARY IS...

Energetic, creative, and organized

Experienced; an entrepreneur and manager, with a rich history in customer service and business

Highly adaptive to different personalities and situations

Responsible; entrusted with the care and handling of high value assets for both private and public sectors

A **trouble-shooter** with a broad knowledge base

A valuable **hybrid** worker

PROFESSIONAL SKILLS AND QUALIFICATIONS

ORGANIZATIONAL, BUSINESS, AND PRODUCTION MANAGEMENT

Office Management – greeting clients, answering phones and directing calls, mail collection and distribution, create and monitor office budget, order and monitor office supplies, equipment and furnishings, acquire and manage accounts for company communications, manage contracts and relationships with landlord, maintenance and other property service providers

Administrative Support - manage executive calendars and appointments, follow and respond to communication threads on multiple platforms, records management, filing, manage internal and external bookings and travel, plan special events and meetings, manage purchasing and track spending, create expense reports, write contracts and policies, perform all human resources tasks and communicate policies to employees, mass mailing distribution and follow-up

Workplace Safety and Organization - Research and implement required policies and documents, ensure ongoing adherence in both office and workshop. In-house equipment and tool maintenance, create safe use tool-specific training documents, create/build furnishings to accommodate high volume production

Retail - Individual, corporate, and institutional sales, service and consultation, invoicing, monthly and annual sales reports, accounts receivable, cash balancing, point of sale reconciliation, store management, staff recruitment, training and performance management, forms design and point-of-sale signage

Making/Manufacturing - High volume and custom production planning, task delegation, purchasing, estimates and quotes

CREATIVE

SOCIAL - Create, maintain and post to social media profiles, integrate platforms

COPY-WRITING - Excellent English oral and written communications, content creation, copy-writing, proofreading

DIGITAL - Website design, updates and maintenance, file transfers, file conversion and preparation, image creation, sourcing, and scaling

GRAPHIC DESIGN - Design for branding and advertising in digital and print, illustration, and product photography

FINE ART - Practising fine artist; drawing, portraiture, photography (digital and analog), mixed media, printmaking



FIND MARY



www.linkedin.com/in/mary-spicer



madmother.ca



[@madmotherdesigns](https://www.facebook.com/madmotherdesigns)

PROFESSIONAL & VOLUNTEER ACTIVITIES

Art Exhibitions

Over 30 solo and group shows

Workshop/Seminars

Development and presentation of seminars; preservation and conservation of works of art, digital and traditional photographic works, and mounting and framing of needlework, textiles and antique objects

Tornado Relief #DunrobinProud

Fundraising group; event planning, manage website and social media accounts, create copy, and manage online store

Earl of March Alumni Association (Reunion)

Event planning, banking and accounting, ticketing system, created website and ran social media accounts, print and digital advertising campaigns

MARY ♥ ...



PROFESSIONAL SKILLS AND QUALIFICATIONS (continued)

GALLERIES, PICTURE FRAMING AND WOODWORKING

Design and Construction - (joining, assembly, and fitting), custom mill work, fine finishing. Mounting, sewing, stretching, handling and hinging of textiles, objects, canvas and paper art.

Preservation and Conservation: Widely applied knowledge of material content, standards and procedures

Work Conditions - Working to tight deadlines, physically demanding, moving heavy materials, packing, installation

SOFTWARE, EQUIPMENT, AND CERTIFICATIONS

SOFTWARE, PLATFORMS

- Industry-specific software: AssistExpo, AuctionFlex, LifeSaver
- Microsoft Office: Exel, Outlook, Word, Skype
- Project Management: Basecamp, ProWorkFlow
- G Suite: Drive, Hangouts, Gmail, Meet
- Wordpress, HTML Editors and FTP software
- Website and email hosting control panels (Cpanel)
- Corel Graphics Suite, Paint Shop Pro
- Online Banking and PayPal
- Home and office network management; laptops, desktops, routers and modems

RETAIL/OFFICE EQUIPMENT

- Cash registers, Interac, CRM, manual and software-driven point-of-sale and inventory systems, office systems and machines (copiers, printer/scanners, fax, high volume digital mail system)

CERTIFICATIONS AND LICENSES

- WHMIS, Standard and Emergency First Aid, CPR-C, AED
- CPF - certified picture framer, Professional Picture Framers Association
- Driver's license (G)
- Pleasure Craft Operator Card

PICTURE FRAMING AND WOODWORKING EQUIPMENT

- Framing - twin blade miter saw, air powered nailers and staplers, manual choppers, manual and pneumatic v-nailers, miter sander, flatbed and vacuum presses, manual mat cutters, and vertical glass/ board cutters.
- Woodworking and milling: various hand and power tools, jointer, large and small planers, table saw, commercial compound mitre saw, band saw

EMPLOYMENT HISTORY

EMPLOYER

POSITION AND ACCOMPLISHMENTS

TrueCourse Communications
2017-2019
Contractor
(self employed, single client)

Executive Assistant/Office Manager

- Managed company's move from shared office to new location
- Designed office layout, liaised with contractors and landlord, purchased furnishings and signage, set up communications accounts
- Introduced and implemented Human Resource Management platform - first use for the company. Researched and entered historical employee data, and managed daily HR needs. Developed recruitment/hiring/onboarding processes
- Working with consultant developed all required company policies (Harassment in the Workplace, Workplace Safety, Privacy, Vacation and Leave policies)

Lee Valley Tools
2016

Customer Advisor (seasonal)

Carp Agricultural Society
(Carp Fair)
2016

Office Support and Concessions Liaison

- Refined and increased use of Fair software to reduce manual record keeping and data errors

Mad Mother Designs
madmother.ca
Current/Ongoing
Self-employed

Artist and Designer

- Perform all aspects of commercial design and ad creation - graphics, photography and illustration, media planning and office support
- Develop and maintain long-term professional relationships, plan and implement marketing and media strategies on behalf of clients during absences

National Gallery of Canada
2012-2014 contractor

Framing Technician

- Design, milling, hand finishing and production
- High degree of trust and responsibility; handling and transport of significant artworks throughout galleries, completed repairs to historic frames, attained access to all storage vaults

Maclean and Associates
2011-2014 (on call)

Auction Associate

Patrick Gordon Framing
2006-2011

Framing Technician

Framed!

Framing Technician, Store Manager

- Improved company knowledge of and adherence to archival standards and methods
- Developed specialized techniques and introduced training
- Designed and implemented production system used across three locations, increasing production and efficiency and resulting in reduction of inventory and staffing costs

