Mary Domowicz

East Village, NYC
linkedin.com/in/marydomowicz
thoughtwarrior.com

Portfolios

http://domowicz.com

Education

Master of Arts: Graphic Communications Management, New York University –Steinhardt, New York, NY

Bachelor of Arts: Visual Art, Rutgers University –Rutgers College, New Brunswick, NJ

Service

DOC NYC Founding Advisory Board Member, 2 years

AIGA–NY Board of Directors
2 years (Secretary 1 year)

The Moth Advisory Council Member, 6 years

Applications

Adobe Suite (Photoshop, Premiere, After Effects, Lightroom, Illustrator, InDesign, Bridge, Acrobat); Avid Media Composer, Avid Pro Tools; Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); Google Suite (Drive, Documents, YouTube, Gemini, Sheets, Calendar, Meet, Tasks, Slides, Gmail, Chrome); Apple Suite (Keynote, Final Cut Pro, TextEdit, Notes, Voice Memos, Safari, Mail, Calendar); Insightly CRM; Trello; Asana; Slack; Zoom; Dropbox; Doodle; WriterDuet; Scriptation; Descript; SquareSpace and basic HTML programming.

Relevant Experience

President, Board of Directors May 2017 – May 2019; May 2023 – Present
Treasurer, Board of Directors May 2012 – May 2017; May 2022 – May 2023
Secretary, Board of Directors May 2007 – May 2012
East Village Co-op {address is part of the company name}, New York, NY
- Spearheaded extensive project design and managment of building renovaitons.
- Spearheaded investigation and project managment of steam heating system.
- Manage investments; oversee maintenance issues, budgets, and expenses.

Insight Instigator & Narrative Advisor
Thought Warrior Inc, New York, NY May 2012 – Present
- Manage project lifecycles from conception to completion, such as for audio interview, narrative structure of script, and short television contestant pitch.
- Determine project scope, milestones, and timelines in collaboration with freelancers, such as shooting documentary short, behind-the-feature short film.
- Produced for PayPal five episodes of a Thought-Warrior-hosted podcast, "Currency."
- Shoot photography and video, plus record audio. Organize assets. Transcribe audio. Identify potent clips. Edit final selections into audio and video outcomes.
- Strong visual, verbal, and written communication, for such tasks as resolving conflicts, maintaining website content, and creating presentation decks.
- Ensure projects move forward, meet objectives, and are completed when expected.
- Manage finances, including budgets, expenses, payroll, and tax preparation.

Academic Director, Department of Design, Digital Arts & Film
New York University
–School of Professional Studies, New York, NY December 2006 – April 2012
- Built annual departmental strategic plans, then implemented and refined tactics.
- Oversaw operations, including team management of an Associate Director, Assistant Director, six technical staff, and an Administrative Aide.
- Monitored budget of $2M, on department revenue of $3M.
- Administered scheduling of 450 courses in 17 certificates, with 4000 enrollments.
- Oversaw 150 adjunct faculty. Conducted instructor observations, evaluations, and training. Arranged interviews to refresh the pool of adjuncts by 82 over five years.
- Ran departmental information sessions for recruitment efforts.
- Used spreadsheets extensively to manage data and track key metrics, which informed decisions, optimized resources, and ensured effectiveness.

Independent Design Director/Designer
Freelance, New York, NY June 1994 – March 2009
- Spearheaded graphic design projects with clients in publishing, education, service, and entertainment –such as Harper Collins, Rutgers, The Moth, and Corcoran.
- Print projects ranged from annual reports and graphic standards manuals, to magazines, book packages, and CDs; digital projects from websites to newsletters.

Adjunct Instructor: continuing education workshops and intensives
New York University
–School of Professional Studies, New York, NY January 2003 – December 2006
- Subjects included conceptualization, 2D design principles, typography, graphic design, website design, Photoshop, Illustrator, InDesign, and portfolio review.

Adjunct Instructor: undergraduate graphic design
Parsons, New York, NY January – May 2006

Adjunct Instructor: undergraduate graphic design September – December 2004;
New York University –Steinhardt, New York, NY September – December 2005

Adjunct Instructor: undergraduate graphic design
University of Pennsylvania, Philadelphia, PA January – May 2003