

Mary Domo

(néé Domowicz)

917 596 3769
NY, NY 10009
mary@domowicz.com
linkedin.com/in/marydomo
domowicz.com
thoughtwarrior.com

Objective

Support complex creative projects, ideally those with narrative prominence.

Profile

Deep understanding of digital content production processes for video, audio, and print. Gravitates towards collaborations with access to high quality resources which benefit from relentless attention to detail. Ensures alignment with strategic goals, brand consistency, and efficient delivery. Ability to think quickly in unfamiliar environments. Strong communicator with an empathetic mindset. NYT bestselling book by The Moth, "How to Tell a Story" (2022), characterizes as "a quirky genius."

Educator

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

Co-op Board of Directors, 16 years (President 6 years)

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); Trello; Asana; Zoom; Dropbox; Doodle; WriterDuet; Scriptation; SquareSpace and basic HTML programming.

Relevant Experience

Insight Instigator & Narrative Advisor

Thought Warrior Inc, New York, NY May 2012 – Present

- Manage project lifecycles from conception to completion, such as for audio interviews, script narrative structure, 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, and producing five episodes of a custom podcast for PayPal, "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

New York University –Steinhardt, New York, NY

September – December 2004; September – December 2005

Adjunct Instructor: undergraduate graphic design

University of Pennsylvania, Philadelphia, PA

January – May 2003