

MARY FLATLEY

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EXPERIENCE

05/2016-Present

Design Strategist: Story+Structure, Boston, MA (Remote Employee)

Project management; coordinate meetings and effort with internal and client teams, lead implementation of project management tool, monitor budgets including travel and other related expenses, and coordinate effort with accounting and finance staff. Provide clients with research and competitive analysis, participate in user/customer interviews, customer journey mapping, and persona creation. Develop branding guidelines for clients consisting of major universities and coordinate content management for digital projects.

01/2016-05/2016

Design Apprentice: Story+Structure, Boston, MA

Production lead for the inaugural issue of *Findings Magazine*; coordinated work with printer, graphic designer and creative director, and provided original photography and photo research. Coordinated meetings and managed effort with internal and client teams. Participated in client-facing engagements including research, interviews, customer journey mapping, user experience design, and presentation preparation.

06/2015-5/2016

Freelance Rights & Media Researcher: Jones & Bartlett Learning, Burlington, MA

03/2014-5/2015

Rights & Media Coordinator: Jones & Bartlett Learning, Burlington, MA

Managed multiple projects concurrently while prioritizing effectively. Provided expertise and insight in all areas of copyright while simultaneously employing creative problem solving to generate innovative solutions for representing concepts in an educational environment. Effectively collaborate with team members, authors, and vendors to create unique and stimulating educational content. Coordinate project related tasks with freelancers and vendors to ensure completion within planned project schedule. Negotiate rates, pricing, and permissions with vendors and rightsholders. Maintain meticulous records on all projects utilizing FileMaker. Ensure documentation is properly archived in digital asset management system.

3/2006-3/2014

Studio Manager/Associate Photographer: Liz Linder Photography, Brookline, MA

Tracked client meetings, shoots, associate photographers and assistants. Produced shoots from conception to completion; participated in pre-production meetings, scouted locations, hired talent and created estimates to keep projects on-time and within budget. Managed post-production and relayed accurate information regarding production to clients. Created proposals, contracts and invoices. Managed photographic library of over 200,000 images. Kept accurate records of contracts and payments. Acted as primary photographer for special events and commissioned portraits.

6/2010-6/2011

Marketing Assistant/Community Coordinator: City Feed & Supply, Jamaica Plain, MA

Scheduled in-store demos with vendors and planned special events. Collaborated with owners and managers on monthly strategy for promotions and merchandising. Executed monthly sales and social media program. Produced biweekly customer e-newsletter. Assisted with customer promotions, fund-raising and raffles. Acted as the liaison for community donors: altered inventory about donations, coordinated donations with Owner and Catering team and shared event information. Designed in-store signage and merchandising.

SKILLS

Adobe Creative Suite, Microsoft Office Suite, FileMaker, Omnigraffle, Mediabank DAM, Wordpress, Constant Contact, portrait and editorial photography, large format photographic printing, medium & large format photography, studio lighting.