

Mary Tinder

PO Box 2922, Fort Bragg, CA 95437

Phone: (707) 685-7308 (personal)

(707) 961-4924 (work)

E-Mail: marytinder@icloud.com (personal)

mary@mchfoundation.org (work)

Job Experience

Community Engagement Manager

Mendocino Coast Healthcare Foundation, Fort Bragg, CA

10/2022-present

Hybrid full-time position

Managing foundation community initiatives including but not limited to scholarships, grants, and collaborations with other foundations and organizations in the community.

Maintaining and building current scholarship and grant programs, both in practice and online.

Working with the Executive Director and foundation Board to identify and act upon community needs and improvements.

Working to collect, organize, and maintain an online donor and donation database and online and cloud-based foundation filing system, including pulling timely and accurate reports as directed by team.

Working closely with the Executive Director to provide a wide variety of other support including but not limited to extensive event planning and execution, working with insurance and permitting, communicating with vendors and volunteers to designate tasks, communicating with existing and potential corporate partners and donors and maintaining collaborative relationships with existing corporate partners and donors, working with bookkeeper to verify and finalize accurate income reports, creating promotional media for upcoming events.

Former Data Administration Associate

Mendocino Coast Healthcare Foundation, Fort Bragg, CA

06/2022 - 10/2022

Extended to hybrid full-time position

Added extensive event planning and execution, working with insurance and permitting, communicating with vendors and volunteers to designate tasks, communicating with existing and potential corporate partners and donors and maintaining collaborative relationships with existing corporate partners and donors.

02/2022 - 10/2022

Remote part-time position

Working remotely to collect, organize, and maintain an online donor and donation database and online and cloud-based foundation filing system, including pulling timely and accurate reports as directed by team.

Former Administrative Coordinator to the Foundation

Mendocino Coast Healthcare Foundation, Fort Bragg, CA

07/2021 - 02/2022

Hybrid full-time position

Working remotely to collect, organize, and maintain an online donor and donation database and online and cloud-based foundation filing system, including pulling timely and accurate reports as directed by team.

Working closely with the Executive Director to provide support through extensive event planning and execution.

Working with bookkeeper to verify and finalize accurate income reports.

Creating promotional media for upcoming events.

Pet Care Specialist, Retail Associate

PetSmart, Delta Shores, Sacramento, CA

07/2020 - 06/2021

Working directly with pets including reptiles, birds, small animals, and fish, maintaining a clean and sterile environment for various animals, seeing to various animals needs throughout the day, including treating and medicating sick pets.

Providing information and assistance to customers regarding any animal care questions and needs.

Servicing customers at the register during checkout, operating a cash register.

Providing excellent and engaging customer service to all customers throughout their entire visit to the store.

Fine Artist

2016 - present

Specializing in acrylic, ink, and graphite, highly skilled with most painting, collage, and drawing mediums, proficient in most other mediums and disciplines, proficient with most

machinery and power tools used in art practices, high levels of creativity, experience working alone and in collaborative projects, skilled in communicating creative ideas and artistic critique.

Theater Technician, Lighting Director

Vacaville Performing Arts Theater, Vacaville CA

11/2014 – present

Direct and manage other team members, greet clients, listen and adjust to clients' needs, be the point of contact for clients, design lighting for any production, run lighting on an Ion board, Stage Manager, event production, operate spotlight, Stagehand, operate fly rail, adjust and focus lighting equipment, adjust sound equipment, set up stage for any show, lay marley flooring, removal/replacement of an aluminum leg pit, build symphony shell, basic janitorial duties.

Production Team Member

California State Fair, Sacramento CA

07/11/2018 – 07/29/2018

Talent coordination, customer service, ensuring entertainers are safely and efficiently taken to various stages throughout the fairgrounds, providing direction to fair-goers, meeting entertainers' individual needs and requests

Gymnastics Coach

Vacaville Ice Rink and Gymnasium, Vacaville CA

08/2013 - 07/2014

Teach children basic gymnastics skills, organize lesson plans, carry out instruction, manage 1-8 children at a time, supervise exercises, exercise workplace safety, file incident reports, create structured and consistent grading system, cooperate with other coaches in a small space

Skills

Demonstrate professional and charismatic attitude

Excellent customer service skills and salesmanship

Lead others in a team setting

Cooperate in a team setting

Attentive and alert in order to anticipate possible needs or issues

Learn and execute new skills quickly
Follow instructions accurately and efficiently
Prompt and prepared for tasks at hand
Organize events, meetings, and performances
Can work remotely, individually, and in a team or office environment
Flexible in schedule and environment needs
Adaptable to sudden changes and shifts in duties
Determined in desire to problem solve and stay a course of action
Able to operate intricate and expensive equipment such as lighting, stage, studio, and workshop equipment
Experience working with children
Experience working with animals
Proficient in most artistic mediums and disciplines
Highly skilled with painting and drawing mediums
Execute artistic and creative vision

Education

California State University, Sacramento, Sacramento CA 1/2018 – 5/2020
BA in Studio Art (High Honors)

Berkeley City College, Berkeley CA 1/2016 - 12/2017
Studio Art AA-T (Honors)

Will C. Wood High School 8/2012 - 6/2015
High School Diploma

Artist's CV

2023 WineSong! Artist, Fort Bragg, CA
2023 Edgewater Gallery Permanent Member, Fort Bragg, CA
2022 WineSong! Artist of the Year, Mendocino Coast Healthcare Foundation, Fort Bragg, CA
2022 Edgewater Gallery Permanent Member, Fort Bragg, CA
2020 Isolated Intentions, Group Sculpture Show, R.W. and Joyce Witt Gallery Online Exhibit, California State University, Sacramento
2020 Senior Show, Group Show, Virtual Gallery, California State University, Sacramento

2019 Festival of Trees Gala, Vacaville, CA

2019 All Parts of a Whole, R.W and Joyce Witt Gallery, California State University, Sacramento

2019 Art Ball, Group Show, Art Sculpture Lab, California State University, Sacramento

Works held in private collections in Fort Bragg, Mendocino, Vacaville, San Jose, Berkeley, and Sacramento, CA and Washington D.C.

Private Collections in Mendocino, Fort Bragg, Vacaville, Berkeley, Sacramento, and San Jose, CA.