

MARY LUNA-DUFFY

515.981.3710 | marylunaduffy@gmail.com

A highly organized, meticulous communicator and facilitator with over 5 years of experience as primary support for top executives. An experienced collaborator, leader, and assistant with various teams and individuals. A genuinely dedicated and trustworthy individual comfortable working in sensitive and high profile positions, skilled in managing time and people.

RELEVANT EXPERIENCE

OFFICE MANAGER | ETHOS Design Group

May 2014 – Present | Polk City, IA

Responsible for maintaining, designing, and researching marketing and presentation materials using Adobe and Microsoft Office software. Oversaw successful transition of company books from Excel to Quickbooks as well as company rebrand effort and subsequent marketing campaign. Closely collaborate with outside professionals on legal, human resources, marketing, and accounting matters. Regularly assist executive and technical professionals with proofreading and copy editing or marketing and technical documents. Manage and maintain administrative filing, office purchases, rental equipment, as well as project contracts.

COMMUNITY RELATIONS COORDINATOR | Courtyard Estates Assisted Living

August – December 2008 | Bondurant & Pleasant Hill, IA

In charge of marketing services and generating referrals, regularly meeting with area hospitals, medical professionals, and agencies. Communicated and developed relationships with individual seniors and their families giving tours, answering questions, and coordinating with nursing and financing departments.

DEVELOPMENT ASSISTANT | Providence Place

February 2007 – June 2008 | San Antonio, TX

Assisted with fundraising and marketing proposals and programs, organizing the Birdies for Charity and Vacation Bible School programs. Gave approximately one tour or presentation on agency history and services each week to individuals and groups. Oversaw volunteer program; recruiting from local women's groups, churches and schools as well as scheduling volunteer hours for development and other departments. Responsible for daily donation entry and recognition.

ASSISTANT | Sidney C. Hurlbert, Professional Speaker

August 2006 – January 2007 | Kerrville, TX

Responsible for data entry, note-taking, and marketing of CDs, DVDs, and books. Assisted employer with seminar research, edited seminar and marketing material.

ADDITIONAL EXPERIENCE

GROUP LEADER / TEMP | Express Personnel Services

August 2005 – May 2006 | Johnston, IA

Supervised up to 20 temps, and managed their workflow. Responsible for data entry of policy renewal forms and payments.

VOLUNTEER EXPERIENCE TROOP LEADER / REGISTRAR / NEW LEADER MENTOR | Girl Scouts of Greater Iowa
August 2012 – Present
Organize, prepare, and lead fun, educational meetings and trips at least 4 times a month for 12 girls to complete badge, community service, and award requirements. Supervise girls and troop projects, enabling majority of troop to achieve the Daisy and Brownie Summit Awards, the highest award at their age levels. Oversee bank account, troop records and cookie sales; exceeding national and council per girl averages for cookie sales. Regularly connect with community, civic and business leaders for additional resources and fundraising. Responsible for the recruitment and registration of new girl and adult members. Acting mentor for new leaders, supporting and answer questions about the Girl Scout program. 2015 Recipient of the GSGL Volunteer of Excellence award.

EDUCATION DRAKE UNIVERSITY | B.A. Journalism and Mass Communications
May 2005 | Des Moines, IA

FRED PRYOR SEMINARS | Assorted Seminars
Throughout 2017 | Des Moines, IA & Online
Business Writing and Editing for Professionals, How to Deal with Unacceptable Employee Behavior, Effective Performance Reviews, Manager’s Toolbox Series, among others.

COMPLY RIGHT | Assorted Seminars
Throughout 2017 | Des Moines, IA & Online
FMLA and Other Leave Laws: Learn What is Changing and How to Stay Compliant, Immigration Crackdown: Increased I-9 Enforcement Calls for Immediate Steps by Employers, How to Stop Excessive Absenteeism from Undermining Your Business, among others.

SOFTWARE SKILLS Proficient with MS Office, Adobe Creative Suite, Quickbooks Pro, Bluebeam Revu, ViewChoice (Kabel Business Services), AIA Contract Documents.

REFERENCES Available upon request.
