

# Mary B. Ryan

Preferred name Molly

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Pleasant Prairie, WI  
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## EXPERIENCE

### **St. Andrew Parish School, Delavan, WI** Admissions Director

August 2022 - June 2023

Led all aspects of the admissions office for prek3 - 8th grade with an enrollment of 160 students. Created and converted all aspects of the school registration process to a new digital format.

Duties included: scheduling, tours, planning and executing events, presentations, budgeting, website, social media, marketing materials, communication, administration meetings, board reports,

### **St. Joseph Catholic Academy, Kenosha, WI** Admissions Director

August 2017 - June 2022

Led all aspects of the admissions office for prek3 - 12th grade with an enrollment of 800 students at two campuses.

Duties included: scheduling, tours, planning and executing events, presentations, budgeting, website, social media, marketing materials, communication, administration meetings, board reports, testing.

### **St. Joseph Catholic Academy, Kenosha, WI** *Substitute Teacher*

September 2008 - May 2017

Taught all grade levels kindergarten - 12th grade when needed

### **Kenosha Ice Kadets, Kenosha, WI** *Coach and Program Director*

December 1995 - December 2003

Choreographed and coached competitive synchronized skating teams.

Managed all duties of club finances, schedules and competitions.

Traveled and competed nationally.

## EDUCATION

### **Loras College, Dubuque, Iowa — BA**

August 1986 - May 1990

BA in Elementary Education; concentrations in Theology and Psychology

## SKILLS

Google Suites  
Canva  
Jotform  
Constant Contact  
Hootsuite  
Powerschool  
Social Media  
Figure Skating  
Coaching  
Synchronized Skating  
Choreography  
Show Directing

## Community Involvement

**St. Anne Catholic Church**  
Parish Council Chair

**Kenosha Achievement Center**  
Event Board Coordinator

## Continuing Education

**Creighton University, Omaha, Nebraska — Certificate**  
January 2020 - in progress

Catholic School Leadership  
Certificate program.

