

Mary Albitz

GOV. MSG. NO. 672

Experience

FocalPoint Business Coach July 2016 – Present, VP of Business Development
Responsible for Promoting, Marketing, and keeping sales funnel full for FocalPoint Business Coaching in the community. Responsible for scheduling workshops and trainings. Also, responsible for 1-on-1 coaching of clients. Manager of finances including accounting, invoicing, and taxes.

Kainos Home and Training Center August 2012 – July 2016
Production, Sales and Marketing Coordinator August 2012-July 2016
Was responsible for bringing in contract assembly, mailings, production, small parts cleaning and shrink-wrapping jobs for our clients with developmental disabilities. Within 3 months we had 100% time on paid work through my departure in July of 2016. Also, responsible for Marketing of the agency in coordination with the development office. Results included many monetary and in-kind donations for various events put on by the agency and Art Projects.

Jigsaw Java, Inc. Jan 2008 – December 2012
Founder and CEO; Created and built the concept of a shop that combines the ambience of Starbucks with the fun and enjoyment of a tranquil amusement park. The shop's focus was Jigsaw Puzzles and other puzzles and games that stimulated the brain; hosted events such as birthday and celebration parties; social, professional, and corporate meetings; team and skills building; and educational and developmental activities. Customers paid a subscription fee which included coffee, tea and hot chocolate.

Global Tax Network, LLP 2006 – 2008, Tax Paraprofessional
Responsible for office administration supporting completion of Expatriate Tax Returns and Consulting Projects. Responsible for Community Involvement Activities.

Ernst & Young, LLP 2001 – 2006, Administrative Assistant
Administrative support, Expatriate Tax department.
Responsible for E&Y's Community Involvement and Fund-Raising Program

Community Association for Rehabilitation (CAR, Non-Profit) 1998 – 2000, Manager of Supported Employment Program
Rehab Manager, Employment Program for Adults with Developmental Disabilities.
Responsible for locating employment, training, and support for Adults with Developmental Disabilities. Managed support staff, scheduling, billing and reports to the Department of Rehabilitation.

Education

Santa Clara University, BS; Sociology 1980 – 1984
Activities and Societies: Santa Clara Community Action Program (coordinator of Tutor Exchange Program 1983-84), Women's Rugby Club

Associations

Rotary Club of Upcountry (2016-present), Chairperson of Rotary Youth Leadership Services
Rotary Club of Peninsula Sunrise (President 2011-12, Treasurer 2012-2016)
Rotary District 5150 (Asst. Governor 2013-2015, Secretary 2015-2016, Youth Services Chair 2015-2016, RYLA Director 2015-2016)
Redwood City Downtown Business Group (Board Member 2010 through 2016)
BNI (Bus. Networking Int'l) (Treasurer 2008-09, President 2009-10, Membership Chair 2010-11)
Redwood City Chamber Member 2008-2011
San Carlos Chamber Member 2014-2016
PTA President and School Site Chair for many years prior to the above