

# KATE SCOTT

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## SUMMARY OF SKILLS

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- Over 15 years of experience managing complex, high-visibility meetings and conferences across nonprofit, healthcare, and policy-driven organizations
- Known for an enthusiastic, collaborative leadership style that builds trust and motivates cross-functional teams
- Adept at executing high-quality events for diverse stakeholders, including executives, researchers, and VIP guests
- Experienced in coordinating multi-site event logistics involving facilities, AV, catering, security, and vendors
- Recognized for developing analytical metrics and reports that inform operational decisions and planning
- Highly organized, detail-oriented, and calm under pressure with a focus on operational excellence, customer service, and continuous process improvement
- Skilled in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access, Teams), Adobe Suite (Acrobat, Illustrator, Photoshop, Lightroom), Zoom, RoomViewer, and EMS scheduling software

## RELEVANT WORK EXPERIENCE

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### **RAND, Santa Monica, CA**

**2019 – Present**

The nonprofit research institution and Graduate School of Public Policy hosts educational meetings and conferences for federal and private patrons with the mission to drive public policy through unbiased research.

#### **Manager, Conference Services**

- Direct logistics and planning for over 10,000 meetings annually, including 500+ major conferences and high-level meetings across four RAND offices nationwide
- Lead the execution of internal events ranging from internal briefings to multi-day conferences, executive sessions, donor events, ensuring seamless coordination, vendor management, and stakeholder satisfaction
- Hire, train, and mentor a distributed team of five event professionals, aligning departmental goals with organizational priorities while fostering trust, collaboration, and professional growth
- Oversee catering operations at RAND's headquarters, managing annual budgets
- Develop and analyze metrics to inform leadership decisions on resource allocation, and process improvement

### **Cedars-Sinai Medical Center, Los Angeles, CA**

**2012 – 2019**

The nonprofit academic medical center hosts graduate and continuing medical education programs, international symposiums, and donor events.

#### **Supervisor, Conference Services**

**Jul 2018 – Aug 2019**

#### **Team Lead, Conference Services**

**Dec 2014 – Jul 2018**

#### **Conference Services Coordinator**

**Apr 2012 – Dec 2014**

- Managed daily operations for over 15,000 meetings and major events annually across 25,000+ square feet of event space, including medical conferences, briefings, donor events, and ceremonies
- Supervised, hired, and trained five full-time and four per diem staff, fostering a strong team culture and improving departmental stability
- Monitored department's operating budget, capital project proposals, and facility renovation projects
- Authored and implemented departmental policies and procedures to align with standards and mission
- Served as system administrator of EMS scheduling software program, leading major upgrades and configuring tools that improved scheduling efficiency
- Provided technical oversight and on-site AV support for conferences and events using large-scale video projection, integrated lighting and sound systems
- Designed and implemented a post-event feedback system, achieving 95%+ satisfaction scores
- Conference Speaker at EMS Software Conference (2017), presenting room utilization statistics, leading to strategy recommendations for improvements in efficient room usage and planning
- Earned President's Award (2018) for outstanding performance, collaboration, and service

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**WOW! Special Events**, Huntington Beach, CA

**2007 – 2009**

WOW! plans and coordinates special events in the greater Los Angeles and Orange County area.

**Planning & Sales Manager**

**Sep 2007 – Jun 2009**

**Sales Coordinator**

**Jan 2007 – Sep 2007**

- Oversaw sales, planning, and execution of over 100 events annually (200-1,200 attendees), managing the full client lifecycle from initial inquiry through coordination and on-site execution
- Managed vendor coordination, venue selection, and contract negotiation within event budget constraints for events across Los Angeles and Orange County
- Trained, scheduled, and led more than 30 on-site event managers; served as point of escalation and resolved issues for up to five concurrent events
- Improved operational tools for budget worksheets and planning checklists, increasing efficiency and transparency
- Created long-term client agreements to foster repeat business and venue/vendor exclusivity
- Served as editor of a quarterly client newsletter distributed to clients, venues, and partner organizations
- Pursued full-time graduate studies in Australia following this role

## VOLUNTEER EXPERIENCE

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**Ninety-Nines, Inc. – International Organization of Women Pilots**

**2017 – Present**

**Chair & Vice Chair**, Los Angeles Chapter (2017-2021); **Membership Chair**, Long Beach Chapter (2016-2017)

- Rebuilt the dormant Los Angeles chapter to 40+ members, led outreach, events, and communications
- Chapter received the Southwest Section Governor's Award (2019) under leadership

**Civil Air Patrol – United States Air Force Auxiliary**

**2016 – Present**

**Alerting Officer**, Los Angeles Group 1 (2022-Present); **Transport Mission Pilot** (2021-Present), **Historian & Public**

**Affairs Officer**, Clover Field Composite Squadron 51 (2017-Present)

- Schedule on-call emergency dispatchers to ensure 24/7 response for mission activations
- Lead public affairs initiatives including media outreach, crisis communications planning, and website content

### Other Volunteer Experience:

- Emcee, American Foundation of Suicide Prevention Out of the Darkness Oakland Walk (2011 & 2012)
- Director of Operations, Philanthro Productions, Inc. (2009–2010)

## CERTIFICATIONS

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**PMI, PMP® Certification**

**Expected 2025**

- Fundamentals of Project Management Course, UCLA Extension (Completed Jun 2025)
- Exam planned for late 2025

**FAA, Private Pilot Certification with Instrument Rating**

**2018 – Present**

## EDUCATION

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**University of Queensland (UQ)**, Brisbane, Australia

**2010-2012**

**Master of International Hotel and Tourism Management**, concentration in Event Management

- Dean's List (Fall 2011); 2011 Secretary of the Year Award as Executive Officer of Tourism Student Association

**University of California, Santa Cruz (UCSC)**, Santa Cruz, CA

**2006**

**Bachelor of Arts in Business Management**, concentration in Economics

- UCSC Employee Recognition Award (2006) for outstanding communication as Computer Lab Consultant