

Shelby Catalano

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Personal Profile Statement

Experienced Event Technician with over six years of experience in the event planning industry. Excellent reputation for problem solving, resolving issues, improving customer satisfaction, and driving overall operational improvements. Proven success in leadership while training incoming staff, organizational development and operational excellence with a keen understanding of the event business. Recognized for inspiring team members to excel and encourage a creative work environment.

Education

University of Missouri 2017

- Bachelor of Arts- Classics, History, Political Science
- Coursework in International relations, multiculturalism, and classical theory
- Certificates in Leadership and Multicultural Issues
- Received G.W.C. Award, Gold Scholar Award, 2014 Columbia Volunteer of the Month,
- Elected to Missouri Students Association
- Studied abroad in Thailand and Ireland

University of Missouri 2023

- Master of Library and Information Science
- Coursework in Reference, IT, Youth Learning, Archival Appraisal
- Elected as Treasurer to Society of American Archivists at University of Missouri student chapter, Graduate Representative for Friends of the Libraries

Skills

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|------------------------------|----------------------------------|------------------------|----------------------|
| ▪ Event Logistics Management | ▪ Customer service | ▪ Data Entry | ▪ MS Office |
| ▪ Administrative support | ▪ Time management and scheduling | ▪ Training | ▪ Project Management |
| | ▪ Team building | ▪ Inventory management | |

Leadership

- ❖ SFRC - Chair
 - Recommended adjustments on \$10 million worth of funds, met with campus officials to set fees per CPI and inflationary adjustments. Implemented due process for creation and removal of potential student fees. Created the student fee breakdown currently distributed for student use. Established, marketed, and produced legislation for the Library/Student Enhancement fee on campus.
- ❖ MSA- Budget Chair, Secretary of Auxiliaries
 - Received Kurt C Nelson/Reece Jameson Excellence Award, MSA leadership & Service Award

Job Experience

- ❖ Smithsonian Libraries: Advancement- Intern (Fall 2020)
 - Upkeep databases and respond to inquiries.
 - Develop adopt a book fundraising event
- ❖ University of Missouri: Unions- Event Technician
 - Coordinated vendors, musicians, catering and event participants during rehearsals, ceremonies, performances, and receptions.
 - Enhance client satisfaction ratings by scheduling onsite service requests, managing show logistics and event functionality needs to meet demands.
 - Interviewed clients to understand event scopes of work, establish budgets and determine timelines for venue selection, and set up logistics meet expectations.
 - Generate client retention by accurately organizing and executing shows and events
- ❖ Columbia Parks and Rec- Event Coordinator
 - Enhanced success of advertising strategies by boosting engagement through social media and other digital marketing approaches.
 - Fostered relationships with local vendors and the community attendees
- ❖ MBS textbook exchange - Account Manager
 - Established agreements for expansion of licenses and product replacement. Managed inventory to optimize sales.
 - Collaborated with clients to optimize growth and expansion, incorporated open access and e-book tech into new curriculum formats.
 - Visited customer locations to evaluate requirements, set contracts, demonstrate offerings and propose strategic solutions for diverse needs.