

## SHELBY CATALANO

### EDUCATION **University of Missouri '17 and '23**

**Bachelors:** Classical Humanities, Political science, and History

**Masters:** Library and Information Science (In Progress)

**Certificates:** Leadership and Multicultural Issues

**Awards:** G.W.C. Award, Gold Scholar Award, 2014 Columbia Volunteer of the Month, Kurt C Nelson/Reece Jameson Excellence Award, MSA leadership & Service Award

### SKILLS & ABILITIES

- ❖ Troubleshooting technical equipment
- ❖ Managing a team, project management, office coordination
- ❖ Auditing, data entry, inventory
- ❖ Microsoft Office (Word, Excel, PowerPoint, Publisher), Outlook, Research Engines

### EXPERIENCE **ADMINISTRATIVE INTERN, SMITHSONIAN LIBRARIES: FALL 2020**

- ❖ Facilitate upkeep of databases and respond to inquiries.
- ❖ Develop Adopt a Book fundraising event.

### **EVENT TECHNICIAN, MEMORIAL UNION (MU): FEB. 2014 – PRESENT**

- ❖ Manage, train, and delegate tasks to junior crew members. Facilitate operation of, test, and troubleshoot lighting, staging, and audio equipment. Event enhancement. Coordinate with clients to fulfill event enrichment requests. Turnover of event equipment. Managing inventory and cataloging event experience.

### **ACCOUNT MANAGER, MBS TEXTBOOK EXCHANGE: JANUARY 2019- SEPTEMBER 2019**

- ❖ Project Implementation and completion. Use company software to coordinate strategies with schools for course structure and buybacks. Rectify contracts and discern budgetary anomalies. Upkeep school data and information. Work with publishers to satisfy customer needs.

### **CONTRACTING SPECIALIST, SENIOR MARKETING SPECIALISTS: OCT 2017- OCT 2018**

- ❖ Communicate with independent marketing partners. Implement licensing for state additions, advancing requests, and additional changes for maintaining appointments with carriers. Run audits, Scour and manage incoming contracts for submission.

### **PROGRAM ASSISTANT, COLUMBIA PARKS AND REC: APR. 2016 – DEC. 2016**

- ❖ Event programming. Managing set up and marketing of various summer events for the community. Booking venues and reserving locations.

### LEADERSHIP **STUDY ABROAD- THAILAND**

Spent 2 months teaching English to children in Mae Sai, Chiang Rai, and Chiang Mai through the NGO: DEPDC, combating human and sex trafficking in the region. As well as, Studied the culture, history, and language.

### **MISSOURI STUDENTS ASSOCIATION BUDGET CHAIR & SECRETARY OF AUXILIARIES**

Revised a \$2 Million Budget, Created and maintained breakdown of the undergraduate student fee pamphlet, created legislation to fund the new Big MO (currently the largest drum in the US), Co-chaired student health week, streamlined order of operations within the organization.

### **STUDENT FEE REVIEW COMMITTEE CHAIR**

Communicated with administration effectively, analyzed and recommended adjustments on \$10 million worth of funds, met with campus officials to set fees per CPI and inflationary adjustments. Established due process for creation and removal of potential student fees. Implemented method of communication to students on their student fees.