

Stevie Mae Scott

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EDUCATION

University of Nevada, Reno

Bachelor of Business Administration, Management | Minor, Human Resource Management

Expected Graduation May 2026 | Relevant Coursework: Strategic Human Resource Management, Written Business Communication, Managerial Accounting, Financial Reporting

University of Nevada, Reno

Bachelor of Business Administration, Information Systems | Minor, Business Analytics

Expected Graduation May 2026 | Relevant Coursework: Project Management, Business Systems Development, Business Processes and Integration, Database Design and Integration

EXPERIENCE

City of Reno

Reno, NV

Strategic Initiatives Intern

January 2025 - Present

- Support the Strategic Initiatives Manager in developing Reno's five-year Strategic Plan, ensuring objectives are data-driven and aligned with measurable outcomes.
- Collaborate with cross-functional teams to enhance digital engagement strategies, leveraging data analytics to improve community outreach.
- Prepare executive-level presentations and reports, translating complex data and project updates into clear, actionable insights for key stakeholders.
- Improve digital engagement strategies, contributing to website updates and public communication initiatives that enhance transparency and accessibility.

SS Investments Limited

Carson City, NV

Assistant Property Manager

August 2022 - Present

- Facilitate effective communication with over 60 tenants and property owners, ensuring smooth operations and timely resolution of issues.
- Utilize Microsoft Excel to track and analyze property data, creating detailed reports that inform strategic decisions and improve business processes.
- Utilized Microsoft Visio to redesign operational workflows by implementing and integrating a streamlined communication system for tenant maintenance requests, reducing response times by 20%.
- Manage 5+ renovation projects, coordinating cross-functional collaboration with subcontractors and maintenance managers to ensure on-time, on-budget delivery.

LS Barrel Racing

Reno, NV

Event Coordinator

February 2023 – February 2025

- Led the organization and management for the annual Chasing Aces Barrel Racing Event, accommodating a high volume of participants and generating over \$30,000 in revenue.
- Oversaw event logistics, including venue coordination, timeline management, and participant data tracking, ensuring seamless operations and positive participant experiences.
- Built strategic partnerships, securing sponsorships that accounted for 15% of total event revenue and strengthening community engagement.
- Managed digital marketing and social media campaigns, increasing visibility and community engagement across platforms.

CAMPUS & COMMUNITY INVOLVEMENT

University of Nevada Rodeo Team

Reno, NV

President

January 2024 – Present

- Lead a team of 20+ athletes, overseeing logistics, strategic planning, and operations for practices, competitions, and travel, demonstrating organizational leadership.
- Develop strategic partnerships, securing \$25,000 annually in sponsorships to support team visibility and engagement with local organizations.

Management and Human Resources Association

Reno, NV

Member

September 2024 – Present

- Advance leadership and strategic management skills, participating in seminars on performance measurement, organizational development, and HR best practices.

Big Brothers Big Sisters Northern Nevada

Reno, NV

Mentor

January 2025 – Present

- Provide guidance, support, and positive mentorship to a young mentee, fostering personal growth, confidence, and community engagement through meaningful one-on-one interactions.