

Stevie Mae Scott

steviemaess@gmail.com | (775) 846-2198 | www.linkedin.com/in/stevie-mae-scott

EDUCATION

University of Nevada, Reno

Bachelor of Science, Management | Minor, Human Resource Management | Honors Baccalaureate

Expected Graduation May 2026 | Relevant Coursework: Strategic Human Resource Management, Quantitative Management Systems, Advanced Topics in Organization and Intrapersonal Behavior, Project Management

Bachelor of Science, Information Systems | Minor, Business Analytics | Honors Baccalaureate

Expected Graduation May 2026 | Accelerated Master of Science in Information Systems Program | Relevant Coursework: Business Systems Development, Business Processes and Integration, Database Design and Implementation, Applied Data Science

Truckee Meadows Community College

Real Estate Skills Certificate

Certified December 2023 | Relevant Coursework: Real Estate Principles, Real Estate Law and Practice

EXPERIENCE

City of Reno

Reno, NV

Strategic Initiatives Intern

January 2025 - Present

- Support the development of Reno's three-year Strategic Plan, aligning department objectives with measurable outcomes to improve organizational performance.
- Collaborate with cross-functional teams to enhance digital engagement strategies, leveraging data analytics to improve community outreach.
- Engage in public engagement initiatives, such as strategic planning workshops and community survey outreach, to help synthesize resident input and inform strategic planning, guiding executive decision-making.
- Prepare executive-level presentations and reports, translating complex data and project updates into clear, actionable insights for key stakeholders.
- Led a qualitative sentiment analysis of public comments using AI-driven frameworks to inform executive decision-making.

SS Investments Limited

Carson City, NV

Assistant Property Manager

August 2022 - Present

- Facilitate effective communication with over 80 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 concurrently, coordinating cross-functional collaboration with subcontractors and maintenance managers to ensure on-time, on-budget delivery.

NV Energy

Reno, NV

Energy Analyst Internship

May 2025 – August 2025

- Analyzed large-scale electricity-usage data across residential, commercial, and industrial classes to support data-driven decision-making and improve load-forecasting accuracy.
- Led a diversity-factor study analyzing standby customer load patterns to inform pricing recommendations for the General Rate Case filing, ensuring data-driven and equitable rate design.
- Developed Power BI dashboards and Excel visualizations that translated complex technical findings into clear, actionable insights for internal leaders and external stakeholders.
- Collaborated with senior analysts to reconcile historical usage discrepancies, enhancing the accuracy and reliability of long-term forecasting models used in enterprise planning.

COMMUNITY INVOLVEMENT

University of Nevada Rodeo Team

Reno, NV

President

January 2024 – Present

- Lead a team of 20+ athletes, managing logistics, long-term planning, and operations for practices, competitions, and travel while fostering a culture of accountability and teamwork.
- Develop strategic partnerships, securing \$30,000 annually in sponsorships to support team visibility and engagement with local organizations.

Big Brothers Big Sisters of 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.