Katherine Prahcharov

[redacted] ♦ kathy@scdsaz.com

OBJECTIVE To utilize my global business experience, strong management expertise, and communication skills, to help ensure the success of Scottsdale Country Day School.

EXPERIENCE

January 2011- Current Scottsdale Country Day School (Private School), Scottsdale, AZ
Director of Operations

- Responsible for building enrollment through direct mail and online mediums
- First point of contact for parent and student inquiries
- Process all payables and receivables for student fees, suppliers, payroll, and office purchases
- Prepare and maintain financial documents and ensure all supplier bills are reconciled, invoices cleared for payment, and all final receivables and payables are balanced
- Create and manage internal office procedures and systems
- Demonstrate expert negotiation and communication skills in dealings with vendors
- Work with suppliers to design and develop advertising campaign, graphic designs, and SCDS's website. Responsible for meeting deadlines and tracking advertising initiative progress
- Assist in defining roles and responsibilities within departments to improve school processes and strengthen communication channels

August 2008-May 2011 ADI Meetings & Events, Inc., Tempe, AZ
Director Event Planning

- Designed, researched, and prepared meeting and event programs for a diverse clientele including Londen Insurance Group, Arizona State University MBA, NBC and CBS affiliates, and Suzuki with attendees ranging from 80-350 people
- Managed average budgets of $2 million dollars annually
- Realized profit margins on average of 10% above industry standard
- Handled all contract preparation and negotiations with client, hotel, DMC and suppliers
- Trained and supervised Assistant Program Managers and interns
- Managed onsite staff for each event and delegated responsibilities
- Prepared comprehensive budgets and financial statements for programs and developed additional revenue and cost saving opportunities
- Created and managed online registration from initial mailing through online reporting
- Main liaison with all suppliers to ensure the program sold was the program delivered

January-August 2007 Kachina Country Day School, Paradise Valley, AZ
Office Manager

- Managed Schoolmaster system for attendance reporting
- Responsible for SAIS uploads and downloads
- Assisted in office set up for start of school year
- Created and managed office forms and daily procedures
- Point of contact for parents and students

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- Worked with vendors for uniform ordering, yearbook, and supplies

Oct. 2000-Dec. 2006 ADI Meetings & Incentives, Inc, Tempe, AZ
Program Manager

- Planned and attended meeting and incentive programs for companies including weekly staff training, seminars, conferences, and employee recognition
- Managed on average five accounts annually with group sizes of 50-800 people
- Responsible for accounts payables and receivables of program budgets up to $1 million dollars
- Realized profit margins on average of 5% above industry standard
- Handled all contracts including themed events, tours, costing and negotiations with client, hotel, DMC and suppliers
- Managed daily workloads for Assistant Program Managers
- Created and managed online registration

EDUCATION

Arizona State University
Bachelor of Arts degree, Business Communication

TECHNICAL SKILLS

Proficient in Schoolmaster and SAIS reporting, Microsoft Office, including Word, Excel, Outlook, and Online Registration systems
Experienced in Access, Bi-lingual, Adobe Illustrator CS, HTML Design, Publisher, PowerPoint