



KAT KOSTED

HI! I'M THE KAT THAT WEARS MANY HATS

My expertise ranges from crafting compelling donor communication strategies to mastering digital content. I excel in turning data into stories that resonate. I'm passionate about harnessing the power of technology for impactful storytelling, always ready to explore and innovate in this ever-evolving world.

SKILLS

- Adobe Creative Suite
- Microsoft Office
- Photography
- Videography
- Social Media Management
- Donor Relations
- Stewardship
- Project Management
- Data Management
- Strategic Planning/Communication
- Team Management
- Web Design
- SEO Optimization
- Administrative Support
- Technical Support
- CRM/ Database Utilization

CONTACT

- 📞 (512) 919-9541
- ✉️ katelyn.kosted@gmail.com
- 📍 Houston, TX

EXPERIENCE

Constituent Relations Officer

2023 - Present

Rice University

- Pioneered a comprehensive donor relations system at Rice University, significantly elevating the level of engagement and acknowledgment for donors and volunteers.
- Spearheaded collaborative efforts with various teams for strategic philanthropic support, encompassing extensive impact assessments and scholarship programs.
- Led a team of student employees in complex donor history research, showcasing deep expertise in philanthropic strategies and stewardship best practices.
- Demonstrated proficiency in Data Management, Cross-team Collaboration, Project Management, Strategic Communications, and Strategic Planning, contributing to significant advancements in university-wide donor relations.

Web and Marketing Specialist

2016 - Present

Aquaria Services Inc.

- Developed and managed the [Aquaria Services Inc.](#) company website and social presence.
- Managed and optimized the online presence for "[The Birdiest Festival in America](#)", including website development, online registration, and ticket sales.
- Implemented SEO strategies and analyzed web data to increase visibility and user engagement, in collaboration with Event Directors.
- Enhanced online and print advertising, and led social media marketing and advertising campaigns.
- Provided comprehensive administrative and technical support, including Microsoft Office, shift scheduling, and management of social marketing platforms.
- Implemented and trained staff on new shift scheduling software.



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EXPERIENCE (CONT.)

Constituent Relations Officer

2023 - Present

Rice University

- Produced thank-you videos for endowed scholarship donors, handling all aspects from scheduling and filming student interviews to video creation in Adobe Premiere Pro. Managed video hosting accounts and ensured direct sharing of completed projects with donors. Also developed donor-facing instructional videos.
- Led stewardship projects for Rice University, including endowment fund reporting, gift acknowledgments, and scholarship management.
- Collaborated with gift officers, managed CRM automation
- Frequently partnered with the Presidential Events team to assist with all parts of event planning, preparation, and day-of activities for university wide events, such as the Presidential Inauguration and the MoodyX Fest.

Staff Assistant

2017 - 2019

Rice University

- Provided administrative support to AVP and multiple teams, handling scheduling, events, expenses, and supplies.
- Communicated with division heads, donors, and volunteers; assisted in donor recognition and managed digital content.

EDUCATION

Texas A&M University-Corpus Christi

2010 -2014

Bachelor of Science, Marine Biology

REFERENCES

Catherine HALTOM

Rice University

Phone: (713) 408-6234

Email : catherine.leigh@yahoo.com

Trisha BALL

Rice University

Phone: (650) 823-6834

Email : trisha.l.ball@rice.edu

INTERESTS

- Houston Food
- Running
- Photography
- Birding
- Fish Keeping
- Dungeons & Dragons
- My furbaby Finn

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