

# BENJAMIN S. SCOTT

POLITICAL SCHEDULING, ADVANCE & OPERATIONS

(b)(6)

**SUMMARY** Biden campaign & inaugural staffer seeking appointment to serve in Biden-Harris administration.

**EDUCATION** 2015 - 2017 -M.S. in Business - Hospitality, University of Houston Houston, TX  
2011 - 2015 -B.A. in English, University of Houston-Clear Lake Houston, TX

## **WORK EXPERIENCE**

**The White House** // Feb. 2021 - current Washington, D.C.  
White House Advance Associate

- Advance work for POTUS, VPOTUS, FLOTUS & SGOTUS

**Presidential Inaugural Committee** // Dec. 2020 - Jan. 2021 Washington, D.C.  
Associate Director of Events & Ceremonies

- Member of leadership team responsible for planning & executing the 59<sup>th</sup> Inaugural Events & Ceremonies for President Joe Biden and Vice President Kamala Harris.
- Work in tandem with the JCCIC, transition team & government entities to detail logistics & security.
- Operating within first-ever pandemic-era inauguration; health & safety of utmost importance.

**Biden for President** // May 2019 - Dec. 2020 Washington, D.C.  
Production Desk - HQ

- Manage live-production event & travel needs for principals (Bidens, Harris/Emhoff) & surrogates.
- Detail logistics for required event assets; communicate efficiently & effectively to all parties involved.
- Key decision maker for production; drive the production process & provide guidance to advance.
- Triage competing needs to ensure optimal performance for all principal & surrogate events & travel.
- Work in tandem with scheduling, advance, communications, digital, political and various state teams.
- Responsibilities also include contract negotiation, vendor procurement, invoicing & scheduling.

**National Advance Staff** (*traveled full-time prior to COVID-19; assumed production desk role*)

- Responsible for planning & executing events for then-Vice President Biden on the campaign trail.
- Events vary in size & needs, ranging from small, intimate finance receptions to large, energized rallies.
- Secure & detail all aspects of each event including venue selection, contract negotiation, media & press relations, public engagement and hotel relations. Responsible for all logistics & operations.
- Logistically plan for all details to make an event suitable for the future President of the United States.
- On event day, brief Biden, Harris and their traveling staffs, ensuring a seamless run-of-show.
- Notable projects: *Campaign Kickoff Rally (5/19)*, *Iowa State Fair (8/19)*, *No Malarkey Bus Tour (12/19)*, *South Carolina Primary Victory Rally (2/20)*, *Michigan Primary-Eve Rally (3/20)*.

**American Flood Coalition** // 2018 - 2019 Washington, D.C.  
Operations, Programming & Advance Associate

- Nonprofit launched in March 2018; member of startup team. 250+ members incl. Congress members
- Developed operational procedures and oversaw budgeting, proposals & overall operations.
- Responsible for scheduling (both short & long-term) for Executive Director & CEO. Including meetings with Congress & Executive Board, national conferences & various day-to-day engagements.
- Defined internal logistics including development of processes for HR, external affairs, & scheduling.
- Director of all programs & events, including Executive Board meetings & fly-ins for Congress.

**Four Seasons Hotels & Resorts** // 2016 - 2018 Austin, TX  
Operations Manager (vendor-side of Advance work, VIP point of contact)

- Liaison for all VIP guests of the hotel (world politicians, celebrities). Refined ability to culturally adapt.
- Key project manager for cross-functional initiatives to maximize efficiency and profitability.
- Delegate for VIP vendor relations while also serving as primary contact for all corporate proceedings.
- Managed a team of 17 direct reports; indirectly overseeing a diverse staff of 30.

**Corporate Catering Sales Manager** Houston, TX

- Responsible for booking & servicing high-profile events at the Four Seasons Hotel.
- Detailed & owned high-profile events for VIP clients including politicians & other world leaders.

**The Plaza Hotel, NYC** // 2017 - 2018 New York, NY  
Assistant Front Office Manager

- On assignment as an expert to facilitate training & execute leadership at iconic hotel in NYC.

**Hilton Worldwide** // 2011 - 2016 *Multiple locations, Texas & New York City*

## **ORGANIZATIONS, PROJECTS & AWARDS**

- **Recording Secretary, DC Young Democrats** - elected January 2019, facilitates all DCYD meetings
- Additional advance work for then-Senator **Kamala Harris & Secretary Julián Castro**
- **Beto O'Rourke** for Texas (2018 senate) - field organizing, canvassing & phone banking
- **President**, Graduate Student Association, University of Houston (2016-2017)
- Featured profile in the 2017 **University of Houston Deans' Report** - "Future Leaders"
- Nominated for **Manager of the Year** (Dec. 2017, The Plaza Hotel)