Cassaundra Leighty

EVENT COORDINATOR | BANQUETS, MEETINGS & FUNDRAISERS

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Professional Summary

I grew up in the Masonic family. I joined Job's Daughters at 10, served three terms as Honored Queen of Bethel 148 in Auburn, and helped serve dinners for the Freemasons and the Order of the Eastern Star for years. Today I plan events for a living. Over the last five years, I've planned formal banquets, conferences, board meetings and fundraisers, first at Hard Rock Hotel & Casino Sacramento and then at RCAC, a nonprofit serving rural communities. I've visited most of the Masonic lodges in California, and while I'm new to the Scottish Rite, I'm eager to learn.

Work Experience

Rural Community Assistance Corporation 05/2026 - 11/2026

Event Coordinator

San Jose, CA (Hybrid)

- Planned and supported many C-suite (executive leadership) meetings and RCAC's quarterly board meetings, handling their food, beverage and supplies
- Negotiated hotel and venue contracts, typically securing 2-5 complimentary rooms per contract, lower meeting-room rental and food-and-beverage minimums, and bar sales counted toward the minimum
- Managed hotel rooms for RCAC's week-long Annual Summit (261 attendees from across the U.S., 2 years), keeping the master list and self-booked attendees straight, and was recognized by leadership in front of the C-suite and board
- Reviewed every Summit BEO line by line, checked each meal before service, ran registration, and helped run the welcome reception and evening social. The 2026 Summit was rated 4.18/5
- Planned and ran RCAC's 3-day Housing Counseling Summit in Reno as the sole planner and only on-site staff member (60-70 attendees, $16,770 in revenue), and also planned the 2025 summit in Anaheim
- Helped plan and run the 2026 Nevada Water and Wastewater Operators Conference (284 attendees, 75 sessions, $117,880 in revenue)
- Ran the registration desk and badge printing, tracked session check-in and check-out for operators earning up to 16 continuing education units, and greeted and set up 34 speakers
- Supported 600-800 trainings a year on a 12-person events team, from venue sourcing and attendee customer service to shipping supplies for 5-10 trainings a month
- Served as the events team's representative on RCAC's safety committee, wrote the company's food and beverage safety policies, and created a standard banquet order form so allergies were always accounted for

Rural Community Assistance Corporation 01/2025 - 05/2026

Administrative Events Specialist

Sacramento, CA

- Provided event planning and administrative support for RCAC conferences, trainings and board meetings, including the 2025 Annual Summit and 2025 Operations Symposium

Hard Rock Hotel & Casino Sacramento 11/2023 - 12/2024

Hotel Sales & Catering Supervisor

Sacramento, CA

- Produced nearly 300 events in my final year, including military balls, galas, fundraisers, conferences and concert VIP hospitality, running up to 6 events on the property in a day
- Managed all aspects of the Beale Air Force Ball for 2 consecutive years, increasing attendance from 500 to 725 guests, with a 20-person base committee that changed every year
- Planned the almost 700-guest Yuba-Sutter Chamber of Commerce Gala for 2 years (about $100,000), meeting the chamber monthly and turning the concert hall into a banquet room
- Produced a hospital client's dance fundraiser 2 years running as it grew from about 200 to almost 400 guests, raising money for the children's and cardiac units

Hard Rock Hotel & Casino Sacramento 01/2023 - 11/2023

Hotel Sales & Catering Coordinator/Administrator

Sacramento, CA

- Signed my first client contract, a 5-year booking for the California Association of County Veterans Service Officers' training conference
- Created BEOs, event contracts, diagrams and invoices, and conducted venue tours with customized event proposals

Hard Rock Hotel & Casino Sacramento 11/2021 - 05/2023

Banquet Houseperson

Sacramento, CA

- Executed event setup and teardown based on BEO specifications and client requirements
- Led setup teams and ensured event spaces were guest-ready and compliant with brand standards

Masonic Family Leadership

Honored Queen (3 terms)	Job's Daughters International, Bethel 148, Auburn, CA
DeMolay Sweetheart for the Roseville chapter for 2 years, then Valley Divisional Sweetheart for Northern California (state level)	DeMolay
Helped serve dinners for the Masonic family (Freemasons, Order of the Eastern Star) and worked with Rainbow Girls	

Awards

Certificate of Appreciation	Marine Corps Recruiting Station Sacramento	11/2023
Thank-you award "For An Amazing Event"	Air Force Ball Committee, Beale AFB	09/2023
Certificate of Appreciation	California Association of County Veterans Service Officers	06/2023
Platinum Rock Star of the Month	Hard Rock Hotel & Casino Sacramento	06/2022

Skills

Planning: Event planning and logistics, BEOs, diagram creation, run-of-show timelines, per-event budgets, contract drafting and negotiating, invoice processing, calendar management, project management

Hotels and venues: Venue sourcing, hotel booking and room blocks, contract negotiation, conference services, catering sales and management, hotel operations and front desk

On site: Event registration and badge printing, CEU session tracking, virtual and hybrid event facilitation, AV and production coordination, banquet service, food safety

People: Client and vendor relationships, account management, team leadership, multi-department collaboration, customer service

Software: Microsoft Office Suite, Microsoft Teams, Microsoft Dynamics CRM, Microsoft Visio, SharePoint, Delphi CRM, Delphi Amadeus diagramming, Oracle PMS, Oracle LMS, Xcatalyst, GoToTraining, WebEx, Google Workspace, Meeting Owl hybrid AV