

## COMMUNICATIONS + EVENTS



# KATE MOHNS

Contact through Website

[www.katemohns.com](http://www.katemohns.com)

### SKILLS

- Project Management
- Event Planning
- Creative Development
- Partner Relations
- Strong Writer
- Social Media
- Marketing
- OTFs/Interviews
- Hospitality
- Public Speaking
- Recruiting
- Sales
- Curriculum Development

### EDUCATION

B.A. Communications  
Minor: Event Management  
High Point University

### CERTIFICATIONS

California Food Safety Certified  
Adult/Pediatric First Aid/CPR/AED

### HOBBIES

Culinary Arts / Farm-to-Table /  
Homestead Projects, Amateur Lindy  
Hopper, Beginner Pianist, Outdoor  
Enthusiast, Traveling

### EVENT MANAGER

2023- Present

#### POP & PINE DESIGN

Contract

- Serves as primary liaison between the company and clients, fostering strong communicative relationships to exceed client expectations
- Oversees design crews to flawlessly execute onsite event decor and logistics adhering to client's vision for both small and large scale events
- Coordinates corporate events of 1,000+ attendees with high-profile clientele
- Coordinates a diverse array of vendors to deliver a comprehensive event experience across corporate, baby showers, parties, and luxury experiences
- Develops and maintains event timelines
- Collaborates with cross-functional teams including hotels, production, marketing, etc. to ensure efficiency and best practices
- Provides interior design and styling direction to execute creative themes and branding

### PRODUCER & PROJECT MANAGER

2023-Present

#### USA PICKLEBALL / PICKLEBALL IN THE SUN

Contract

- Interviews athletes, fans, and VIPs onsite at events to produce unique social media content proven to boost audience engagement
- Produces lifestyle content through Pickleball in the Sun agency to promote various brands
- Coordinates production shoots including hiring models, booking locations, developing a content plan, etc.
- Creative development for sustainable marketing/brand initiatives or themed events such as National Pickleball Month
- Manages social media accounts across all platforms
- Develops and executes branded content campaigns for sponsors across social media platforms
- Oversaw sponsorship accounts and project timelines for contractual deliverables for 13 accounts
- Nurtures relationships with partners to maintain strong rapport
- Collaborates with partners to expand reach, drive business, execute unique involvement experiences, and showcase on-site event location exposure
- Copywriter for **Pickleball Magazine** bi-monthly issues product page. Sources unique products to provide brands advertisement opportunities

### FREELANCE

2020-Present

#### COMMUNICATIONS, MARKETING, SALES & EVENTS

- Event management including booking venues, catering, coordinating logistics, creative elements, decor, activities, etc. Client events include corporate events, workshops, non-profit fundraisers, baby/bridal showers, parties, etc.
- Develops curriculum and activities for various events
- Manages social media accounts by producing original graphics, content, and engaging with audiences
- Writes and manages weekly email newsletters for clients
- Manages texting service communications for clients
- Coordinates and hires various photo/video producers, vendors, etc.
- Serves as a liaison and host for VIPs during client events
- Leads curriculum development and creative expansion
- Manages social media advertisements
- Redesigns and produces web content
- Sales expertise across diverse projects, directly engaging with prospective consumers in sectors spanning home improvement, churches, digital media, and a broad spectrum of clientele, showcasing adaptability and effectiveness in reaching varied target audiences. Developed partnership programs to increase sales and cross-marketing

### COMMUNICATIONS COORDINATOR

2021

#### LOVE HAS NO LIMITS / MISSIONS.ME

Dana Point, CA

1DayLA was a historic movement gathering a diverse team of 20,000 people to rebuild and restore Los Angeles. The general public registered to volunteer, and upon completing a service shift, they received access to our stadium event, 'The Freedom Experience', featuring Justin Bieber and more at Sofi Stadium.

- Coordinated influencer involvement such as volunteer experiences, VIP seating, promotional postings, and unique activities
- Hosted influencers, political figures, and various VIPs during volunteer activities and stadium event
- Served cross-functionally with Public Relations team placing news outlets at key serve centers
- Managed radio giveaways/promo spots
- Managed RSVPs and assisted with VIP stadium check-in
- Wrote promo spots and produced talent for scripted and OTF interviews
- Curated playbooks for partnerships and outreach opportunities

## ASSOCIATE PRODUCER

Conducted OTF interviews with cast members, edited string-outs using AVID, wrote one-sheets, created story grids, assisted with interview prep, location scouting/booking, brainstormed interview questions, logged and tracked episode story arcs and segment breakdowns, served as a talent wrangler, clearances for legal/likeness usage rights, managed wardrobe packets and photo releases, traveled out of state for work

<b>Christmas Cookie Championship</b>	FOOD NETWORK	Season 4	2020
<b>Celebrity Watch Party</b>	FOX	Season 1	2020
<b>MasterChef</b>	FOX	Season 11	2020

## STORY (PRODUCTION)

Assisted with interview prep, took meticulous field notes of episode story arcs and segment breakdowns, conducted OTF interviews with cast members, shot and recorded footage using Sony PXW-Z150, served as a talent wrangler

Story Assistant	<b>Dancing with the Stars</b>	ABC	Season 28,29	2019,20
Story Assistant	<b>MasterChef Juniors</b>	FOX	Season 8	2019
Logger	<b>Teen Choice Awards</b>	FOX	Awards	2019

## CASTING ASSOCIATE PRODUCER

Recruited talent, conducted phone and video interviews, managed scheduling, social media outreach, wrote one-sheets, photographed casting call attendees, monitored check-in/crowd control

<b>Best Baker in America</b>	FOOD NETWORK	Season 4	2020
<b>Bakeaway Camp</b>	FOOD NETWORK	Season 1	2019
<b>SuperMarket Stakeout</b>	FOOD NETWORK	Season 1	2019
<b>The Bachelor</b> (Casting Assistant)	ABC	Season 24	2019

## COORDINATING

Assistant Travel Coordinator	<b>The Voice</b>	NBC	Season 18	2019
- Managed logistics for contestant travel including flights and hotels				
Audience Coordinator	<b>On Camera Audiences</b>			2018,19
- Managed audiences for live tapings including Family Feud and more				

## PRODUCTION ASSISTANT

Worked alongside art department to help create props; operated cargo vans and passenger trucks; created and managed confidential documents; managed appearance releases; crowd control for live tapings; aided SFX

<b>Coco Cola Energy Campaign</b>	Dynamita Productions	Commercial	2019
<b>The Bachelorette</b>	ABC	Season 15	2019
<b>The Bachelor, After the Final Rose</b>	ABC	Season 23	2019
<b>The Ellen Degeneres Show</b>	NBC	Season 15	2018

## INTERNSHIPS

Unscripted Development	<b>BBC Studios</b>		2018
- Pitched several shows, edited sizzle reels and casting tapes, heavy research to compile pitch materials and develop concepts, built pitch decks, participated in development meetings, conducted casting interviews			
Video Production	<b>iHeart Radio</b>		2018
- Assisted with filming artist concerts, interviews, social/promo pieces; edited YouTube and social media content; Photographed artists during special appearances; wrote blog posts for website; featured segment on-air with Ryan Seacrest			
Marketing	<b>Live Nation</b>		2017
- Managed media during live shows; assisted with artist meet and greets; wrote press releases; collaborated with in-house photographers to produce social media content; filtered press requests			

## VOLUNTEER WORK

<b>The Ecology Center</b>	San Juan Capistrano, CA
<i>A 28-acre working farm dedicated to educating and inspiring the community about sustainable living</i>	
- Floral Perennial beautification projects and market gardening including weeding, deadheading, cultivation, planting, harvesting, mulching, etc.	
- Assists with the farm-to-table community dinners by gathering supplies/produce, placing table decor, and serving meals	

<b>Oceans Church</b>	San Juan Capistrano & Irvine, CA
- Teaches preschool Sunday school classes and adheres to Christ-based curriculum and activities	