

COMMUNICATIONS & EVENTS

KATE MOHNS



Contact through Website
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, Farming,
Amateur Lindy Hopper,
Singing, Jiu Jitsu, Outdoor
Enthusiast, Traveling

EVENT MANAGER POP & PINE DESIGN

2023- Present
Contract

- Serves as primary liaison between the company and clients
- Oversees design to flawlessly execute onsite event decor and logistics adhering to client's vision for both small and large scale events
- Coordinates corporate events consisting of 25 to 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
- Serves as a sales representative onboarding new clientele

ASSOCIATE PRODUCER MANE CO.

2025-Present
Remote

- In-house associate producer collaborating on various production and development projects including commercials, television, docu-series and more. Notable projects include TJMaxx, ESPN, Chick Fil A, BMW, etc.
- Assists with casting diverse talent nationally
- Sources, scouts and manages locations for production shoots
- Assists with travel coordinating for crews
- Various administrative and project management duties

FREELANCE COMMUNICATIONS, MARKETING, SALES & EVENTS

2020-Present

- 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 LOVE HAS NO LIMITS / MISSIONS.ME

2021
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

PRODUCER & PROJECT MANAGER

2022-2024

USA PICKLEBALL / PICKLEBALL IN THE SUN

- Interviews athletes, fans, and VIPs onsite at events to produce unique social media content
- 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 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** (current) bi-monthly issues product page. Sources unique products to provide brands advertisement 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

Christmas Cookie Championship	FOOD NETWORK	Season 4	2020
Celebrity Watch Party	FOX	Season 1	2020
MasterChef	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	Dancing with the Stars	ABC	Season 28,29	2019,20
Story Assistant	MasterChef Juniors	FOX	Season 8	2019
Logger	Teen Choice Awards	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

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

COORDINATING

Assistant Travel Coordinator - **The Voice** NBC Season 18 2019
• Managed logistics for contestant travel including flights and hotels
Audience Coordinator **On Camera Audiences** 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

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

INTERNSHIPS

Unscripted Development **BBC Studios** 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 **iHeart Radio** 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 **Live Nation** 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

- **Soaring Chicken Farms** - Assists with tending to livestock, gardening, renovation projects, teaching kids about farming practices and Biblical lessons, fundraising, etc.
- **Fermentation Farms** - Assists with crop harvesting, weeding, trellising, green house projects, and more.