

# CATHERINE MONROE

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## EXPERIENCE

### **Production Assistant | Independent Contractor | October 2023 - Present**

- Anticipate productions' needs to alleviate the need to be in two places at once
- Assist management with all aspects of production when needed

### **Site Operations | Independent Contractor | August 2021 – Present**

- Assist tours with requests in a professional and timely manner
- Ensure set-up/tear down of venue (road cones, building/deconstructing pit, building tent structures, placing signage)

### **Craft Service | Independent Contractor | November 2023 – Present**

- Plan, shop, and manage a budget of 3,000-10,000 to snack 4000 crew and production
- Listen and note specific crafty request

### **Administrative | Independent Contractor | July 2018 – Present**

- Create, impute, and manage spreadsheets to track projects/data
- Perform a host of office assistant duties to allow team members to focus on priorities

## NOTABLE CREDITS

A Grand Ole Opry Christmas *Costumes PA*  
The Christmas Ring 2025 *1<sup>st</sup> Team Production Assistant*  
Lee Brice "NCBE" Video 2025 *Production Assistant*  
Super Bowl FOX Ad Sales Hospitality 2025 *Production Assistant*  
CBS Nashville New Year's Eve Live 2024 *Talent Wrangler*  
CMA Awards 2023 - 2024 *Craft Service*  
CMA Country Christmas 2023 - 2024 *Craft Service/Tree Fluffer*  
FirstBank Amphitheater 2021 - 2025 *Site Ops/Parking Manager*  
Wes Harris State Farm 2018 - 2024 *Administrative*

## EDUCATION

Bachelor of Professional Studies  
University of Memphis, Memphis, TN  
Music Business & Entertainment Management Minor: Social Media Marketing  
December 2022 GPA 3.90

## LICENSES

Forklift Certification  
Property and Casualty Insurance License

## HONORS

Dean's List  
Honors Student

## ACTIVITIES

Producer of Blue T.O.M. Records This is Memphis 2020 Live Stream  
Sponsor Support Volunteer for Universal Music Group at Music Biz 2022