

MOLLIE COHEN

Fort Collins, Colorado

Willing to relocate

INVOLVEMENT

- **Chi Omega Sorority**
- Member
- DEI Chair (2024)
- **Rams in Motion Dance Club**
- Co-Founder
- President (2023)
- Membership Coordinator (2024)
- Vice President (2025)

SKILLS

- Event Planning & Coordination
- Leadership & Team Collaboration
- Scheduling & Logistics
- Customer Service & Guest Relations
- Conflict Resolution
- Time Management
- Communication
- Attention to Detail

EDUCATION

Bachelor of Science in Hospitality & Event Management

Minors: Business Administration, Human Development & Family Studies
Colorado State University
Expected Graduation: August 2026

PROFESSIONAL SUMMARY

Hospitality and Event Management student with hands on experience in event planning, youth programming and customer service. Proven leader with strong organizational, communication and problem-solving skills. Experienced in coordinating events, managing teams, and adaptability in fast paced environments.

EXPERIENCE

Associate Event Planner

Cherry Bomb Events | Boulder, Colorado

June 2025-Present

- Assist with on-site event setup and teardown in high pressure environments
- Coordinate with vendors to ensure timelines and client expectations were met
- Provide guest support and addressed questions or concerns during events
- Adapt quickly to changing event needs while maintaining attention to detail

Event Experience Performer

DanceTrax Entertainment | Denver, Colorado

April 2023-Present

- Collaborate with the DJ, Emcee, and event staff to support event flow and client expectations
- Create a welcoming, high-energy environment that encourages guest participation
- Adapt communication and performance style to different age groups and family dynamics

Assistant Director & Teen Coordinator

Har Shalom Center for Jewish Living | Fort Collins, Colorado

August 2022-Present

- Plan and execute weekly lessons, events, and monthly volunteer programs for teen participants
- Lead meetings and communicate regularly with faculty, parents, and students
- Manage scheduling and logistics for teen events and volunteer coordination
- Resolve conflicts among students and staff using thoughtful and effective communication strategies

Front Desk Associate

CycleBar | Louisville, Colorado

June 2023-August 2024

- Greeted guests and managed check-in processes in a fast-paced fitness studio
- Handled phone inquiries with a professional and friendly demeanor
- Assisted with membership and merchandise sales
- Supported marketing and social media efforts for the studio
- Helped train new front desk staff on daily operations