

Natalie Coyle

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LinkedIn: <https://www.linkedin.com/in/nlcoyle/> | **Portfolio:** <https://www.natalielcoyle.com/>

Technical Skills

Project management, UX design research practices, information architecture, visual prototyping & wireframing, storyboarding, decision mapping, UI development, atomic designs, UI grids and composition, color theory, heuristic evaluation, typography, interaction design and iconography, web prototyping

Projects

Design Hires Podcast | [Link to project](#)

Produced a podcast exploring hiring topics in digital design. Developed end-to-end processes, guest recruitment and experience flow. Oversaw episode editing, website design and management, and social media presence for 3 episodes per week across 2 seasons.

Routine Expert Mobile App | [Link to project](#)

Designed a mobile app to help users identify their ideal skincare routine, shop, and receive educational guidance around skincare practices.

Adopt a South African Preschool Website Redesign | [Link to project](#)

Participated in a bootcamp studio design team project with live client stakeholders to redesign a website for the nonprofit, Adopt a South African Preschool. The goal of this project was to increase user awareness and engagement for the organization.

Work Experience

Producer
Design Hires Podcast

June 2022 – Present
Remote, Philadelphia, PA

Produced a podcast exploring hiring and career topics in digital design. Developed end-to-end processes, guest recruitment and experience flow. Oversaw episode editing, website design and management, and social media presence for 3 episodes per week across 2 seasons.

Key Accomplishments:

- Over 50 guests interviewed across 2 seasons.
- 10,500+ global episode downloads.

Program Operations and Events Associate
University City Science Center

November 2018 – August 2021
Philadelphia, PA

Managed and executed key operations and event details for the University City Science Center's Venture Cafe programming. Also oversaw client management and communication for Science Center event space, Quorum.

(Program Operations & Events Associate continued)

Key Accomplishments:

- Completed program launch and logistics execution for weekly Venture Cafe programming, conducting over 1,000 educational sessions, and hosting over 20,000 visitors.
- Oversaw the shift to using Salesforce as primary CRM system, managing the launch of the platform and working with Salesforce developers to ensure all stakeholder needs were met.
- Created and developed the Venture Cafe community volunteer ("Ambassador") program with over 50 trained ambassadors and 1,200 volunteer hours.
- Supported Quorum event space management through the COVID-19 pandemic with major shifts in business and program delivery (in-person, virtual, and hybrid).

Product Operations Analyst

Product Operations Specialist

Senior Product Operations Associate

Challenger, Inc. (formerly Gartner, Inc.)

October 2017 – October 2018

October 2014 – September 2017

May 2014 – September 2014

Washington, DC

Supported executive training program operations for the Leadership Academy and Challenger Sales products. Served as onsite event manager for regional classes.

Key Accomplishments:

- Contributed to double digit business growth YoY and operational scalability by identifying areas for improvement and creating or refining processes.
- Maintained operational continuity through Challenger, Inc.'s spinoff from Gartner, Inc. into a separate business.
- Responsible for managing a direct report in the Analyst role.

Recruiting Associate

Gartner, Inc. (formerly CEB)

April 2011 – April 2014

Washington, DC

Responsible for managing administrative duties around recruitment and hiring process of candidates for employment at CEB. Worked with a variety of high level stakeholders, including external vendors and C-Suite executives.

Key Accomplishments:

- Coordinated logistics between candidates and hiring managers for 2,500+ interviews.

Education

Bootcamp Certificate: UX/UI Design

April 2022

University of Pennsylvania, Philadelphia, PA

Bachelor of Arts, Theatre Arts and French Language

May 2010

Drew University, Madison, NJ