Kate Styer

ABOUT ME

I'm a creative and analytical thinker, with a decade of experience managing programs and projects in the nonprofit, art education and design sectors. I'm passionate about leveraging design and technology to solve problems with mission-driven organizations.

EXPERIENCE

Project Manager / Constructive / Feb 2020 - Present

- Actively track and manage multiple digital and marketing projects, overseeing timelines, budgets, creative check-in reviews, deliverables and approvals from project kick-off through launch.

- Steer client requests and ideas through the definition process, bringing in team members across strategy, design and technology.

- Collaborate with the project team to identify strategies and solutions that will best meet the client's goals.

Alumni Affairs Manager / School of Visual Arts / Mar 2014 - Feb 2020

- Planned and executed multiple small and large scale events each year, coordinating across academic and administrative teams and communicating expectations and progress.

- Designed and managed systems and processes for data entry and database maintenance, writing instructional guides to ensure tasks were executed consistently by all team members.

Donor Relations Associate / Phoenix House / Apr 2011 - Mar 2014

- Wrote tailored fundraising content for annual appeal campaigns, donor and stewardship communications, and acknowledgement letters.

- Conducted prospect research and created reports with concision and readability in mind so that executive leadership could make crucial decisions as efficiently as possible.

EDUCATION

MFA Interaction Design / School of Visual Arts / Aug 2017 - May 2019

- Developed and contributed to several interaction and user experience design projects, involving web, mobile and public interfaces.

- Honed human-centered design skills, especially user research, prototyping and usability testing.

BA English Writing / University of Pittsburgh / Aug 2003 - May 2007

CONTACT

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SKILLS

UX Design & Research
Interviewing, usability testing, card sorting, affinity mapping, journey mapping, prototyping, wireframing

Technology
Proficient with Sketch, InVision, Mural, Adobe Photoshop and InDesign, Teamwork, Smartsheet. Familiar with HTML, CSS, Arduino and Github

Collaboration
Communicative, flexible, detail-oriented, empathetic