

# KATHERYN A. COYLE

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## EDUCATION

The Pennsylvania State University  
*The College of Health and Human Development*  
Bachelor of Science in Biobehavioral Health

University Park, PA  
*Dec 2013*

## RELATIVE EXPERIENCE

National Eating Disorder Association  
*Information and Referral Helpline Intern*

New York, NY  
*May 2012–Aug 2012*

- Provided treatment referrals to callers based upon treatment needs and followed up to ensure satisfaction
- Developed proper protocol for future interns to follow when receiving phone calls regarding self-injury behaviors
- Enhanced understanding of how to properly counsel various sorts of callers while providing beneficial support via a two week extensive training course

## LEADERSHIP/ACTIVITIES

Alpha Xi Delta Fraternity  
*Ritual Chair*

University Park, PA  
*Dec 2010– Dec 2011*

- Practiced rituals at fraternal events to foster the sisterhood amongst current sisters and new members
  - Prepared chapter meeting room arrangements to ensure efficient meetings
- Sister*
- Raised funds for THON by canning, 5K races, pledge-booking, and community partner events
  - Contributed to planning Autism Speaks walk and recruited participants to raise funds

Urban Service Experience  
*Volunteer*

Philadelphia, PA  
*Aug 2009*

- Assembled containers of food to be delivered to people who were in need
- Landscaped and cleaned a local park and parking lot for local community members to utilize

## WORK EXPERIENCE

Brio Tuscan Grille  
*Hostess*

Freehold, NJ  
*May 2013–Aug 2013*

- Liaised between guests and managers table requests to ensure that the correct tables were seated at the proper time and were waited on efficiently
- Greeted guests in an appropriate manner to start of each guests dining experience positively
- Responded to customer phone calls and properly managed reservations and wait times

Nordstrom  
*Sales Associate*

Freehold, NJ  
*Jun 2012–Aug 2012*

- Outperformed managers sales expectations in the kids wear girls department by providing excellent customer service and fashion advice
- Scheduled customer appointments for a shopping assistance upon request

## SKILLS AND INTERESTS

- Working knowledge in Microsoft Outlook and Word
- Reading, Running, weightlifting, traveling