

***Diana Anthony***  
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## **WORK EXPERIENCE**

***2/2004 – present***      ***Fayetteville State University, NC - College of Arts and Sciences - Administrative Support Associate***

- Manage Dean's Office
- Provide customer service
- Disseminate timely accurate information
- Coordinate/plan events
- Prepare travel authorizations/reimbursements
- Maintain electronic log/filing
- Requisition services/supplies internal Banner system
- Design/publish Honor & Awards printed program
- Coordinate Louis Stokes Alliance Minority Program (LSAMP)
- Recruit students for LSAMP
- Website committee (proofreader)

***1/2000 – present***      ***Mattock Memorial AMEZ Church, Secretary***

- Produce weekly bulletins
- Ghost-write communication for pastor
- Coordinate fundraisers
- Publish minutes of quarterly conference
- Announce church and district activities

***2002-2008***      ***Primerica Financial Services - Representative***

- Market term life insurance
- Teach clients principles of money
- Submit loan applications
- Offer legal plans

**11/2000 – 8/2002      *Harnett County Schools, – Teacher***

- Teach 6<sup>th</sup> & 8th grade Language Arts/Social Studies
- Develop lesson plans/instructional materials
- Assess student academic and emotional growth
- Confer with parents, administrators/staff

**3/1997 – 11/2000      *Shaw University – Assistant to Director – Center for Alternative Programs in Education (CAPE)***

- Manage office
- Assist director – recruitment/retention – 90% success rate
- Conduct orientation
- Facilitate admission process
- Ensure accurate financial aid documents
- Clarify registration process
- Manage sensitive data
- Supervise work-study students

**9/1996 – 9/2002      *Avon Products, Inc., – Sales Representative***

- Market beauty/skin care products
- Recruit sales representatives
- Cultivate/upgrade customer base

**2/1994 – 7/1996      *Caregiver Specialist, NC***

- Facilitate daily living maintenance
- Coordinate doctor/hospital visits
- Guide patient in deciphering medical jargon

**11/1991 – 12/1993      *Medgar Evers College, NY – Freshman Year Program***

- Support director/administrators/staff
- Facilitate orientations/registrations
- Assist office of the President with special projects
- Manage pre/post planning launch - President Lecture Series
- Budget planning/management
- Manage sensitive data
- Office management
- Supervise/streamline summer telephone registration – 80% success rate

**10/1990 – 11/1991      *Brooklyn College – Liberty Partnership Program –  
Administrative Assistant***

- Assistant to Director
- Maintain/update Grant records
- Manage student records
- Collect/organize student data for input into computer
- Rearrange data according to established guidelines by Grant's Office
- Facilitate communication amongst director/schools/college/staff community/students
- Coordinate "Saturday Academy" program
- Attend community meetings

**11/1989 – 4/1990      *David N. Dinkins Mayoral Transition Team,***

- Computer input/track resumes via computer
- Answer and apprise applicants via telephone status of resume submission

**Deputy Mayor's Office for Economic Development**

- Manage/process/edit/proofread 120-page technical document – NYC's proposal/ procurement – 1992 Democratic National Convention -**procured**
- Attend/facilitate coordination of DNC receptions/events

**2/1973 – 11/1989      *New York Life Insurance Company, Office Assistant***

- Assist Editor/staff magazine publication
- Author/gather news items
- Budget management/planning
- Facilitate special projects
- Proofread galleys; index and clip magazine
- Coordinate travel arrangements/expedite expense reports
- Manage confidential and sensitive agent data

**EDUCATION**

1999 – B.A. – Liberal Studies, Shaw University, NC, Magna cum laude

12 hours Master's Degree - English

June 2004 – American Humanics National Certification - Nonprofit Management

## **GRADUATE ASSISTANT - Fayetteville State University**

- Fall 1999-Summer 2000 – FSU, Graduate Assistant - School of Education
- Author/edit Public Partnership Initiative newsletter
- Word-process/proofread new master's curriculum for Teacher Education
- Gather/publish educational resources Middle Grades Curriculum Lab
- Update National Council for Accreditation of Teacher Education program

## **ADDITIONAL COURSES**

### English 344 - Business & Professional Writing

- Create a Digital Dossier website
- Collaborative document and file sharing

### English 420 – Portfolio Development

- Produce a five-minute movie
- Create YouTube how-to video
- Multimedia editing & accessibility

## **INTERESTS AND ACTIVITIES**

Poll Watcher  
Recruiting

E.E. Smith Athletic Booster Club  
FSU Athletic Club

## **HOBBIES**

Crosswords/Scrabble  
Bid Whist

Collecting antiques  
Gardening

## **COMPUTER SOFTWARE**

Microsoft Office  
Google Drive

## **MEDIA COMMUNICATION**

Create Website - WIX  
Prezi Presentation

## **SOCITIES**

Alpha Chi

## **AWARDS & HONORS**

1988 "*Be the Best*" - New York Life Insurance Company

1997-1998 Outstanding Student Honoree – Liberal Studies

2005 - Outstanding Service to College of Basic and Applied Sciences - FSU

2009-2010 – Staff Appreciation - FSU