

DIANE SALLEY

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PROFESSIONAL EXPERIENCE:

11/96–Present **Office Manager**

DMA Health Strategies, Lexington, MA

Current responsibilities include: monitoring, tracking, invoicing and reporting on the financial aspects of contracts and subcontracts to ensure adherence to budgets and contract requirements also maintains the functions of the office including accounting and time reporting systems, proposal coordination, and human resource activities, conference planning and coordination. Supports the analytic functions of the team with her mastery of word processing, data collection, data base management, financial spreadsheets, flow charting software, and project management programs.

1992–1996 **Secretary**

Winchester Imaging a Service of Winchester Hospital, Woburn, MA

Responsibilities included: scheduling appointments for five modalities, including patient screening and preparation; greeting and registering patients; insurance verification; marketing support; maintenance of prior film retrieval system, X-Ray file system and report and film delivery system.

1979–1991

LORAL, Infrared and Imaging Systems, Lexington, MA

1990–1991

Workload Forecast Administrator

Responsible for data collection, generation and analysis of the Engineering Workload Forecast. This report compared all proposal and program labor to actual and plan information by total facility, product area, departments, labor categories and particular skills. Also revised / updated the documentation and macros used in the generation of this report.

1989–1990

Associate Program Planner

Responsibilities included the investigation and generation of updates to the Plan for an Automated Program Management Information System for Integrated Cost / Schedule Planning and Control. Primary focus was in the areas of proposal to program start-up and cost control / performance measurement system. Also evaluated ARTEMIS Cost software against the system plan. Assisted in major planning and replanning activities by preparing kick-off packages, schedules, and cost estimates with supporting data.

1987–1989

Price Analyst

Prepared various cost proposals including all returned goods and spares proposals adhering to government regulations and following through audit cycle. Primary interface with Information Services to maintain, upgrade and document automated proposal systems. Provided training to all Pricing personnel on proposal systems.

1983–1989

Lead Pricing Clerk

Responsible for work direction and supervision of clerical personnel within the department. Supported all proposal and bill of material activity.

EDUCATION

1988-1989

Lesley College – Cambridge, MA - Bachelor of Science Degree in Applied Management

1981-1987

Northeastern University – Boston, MA - Associates Degree in Business

1978

Burdett School – Boston, MA - Graduate of Secretarial Program