

## DIANE SALLEY

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**SKILLS** Proficient in a variety of PC software including but not limited to most Microsoft and Lotus applications, as well as Medi-Tech.

### EXPERIENCE

- 11/96 – Present DMA Health Strategies, Lexington, MA  
**Office Manager**  
Current responsibilities include: time tracking and billing for services; maintenance of accounting system including both payables and receivables; providing assistance to the firm's consultants through word processing and report formatting, preparation of presentations, spreadsheet analysis and database management. Conference planning and coordination.
- 1992-1996 Winchester Imaging a Service of Winchester Hospital, Woburn, MA  
**Secretary**  
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.
- 1983-1987 **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