**Diane A. Bowman**

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**WORK HISTORY:**

**Administrative Assistant, PA AFL-CIO, March 2018 to May 2018**

Worked as a temporary employee on special projects as needed;

 Proofreading of Officers’ Report for annual convention and other documents;

 Prepared biography notes of over 12 speakers for convention for Officers;

 Organized all storage materials, marked boxes, cleaned up work space;

 Provided staff support for VIP Reception at convention;

 Attended to Guest needs at convention, including providing name badges;

 Tracking all fundraising requests;

 Prepared several mailings to members regarding convention events;

 Phoned members of Executive Committee and Executive Council for convention RSVP;

 Prepared and maintained several Excel spreadsheets for Officers;

 Prepared several letters and memos for mailings;

 Proofreading of resolutions for convention;

 Prepared conference room for meetings.

**Communications Director, SEIU Local 668, April 2016 to January 2018**

Moved the local forward, through engagement and education of the membership and the general public through various communication tools and resources;
Strategic planning for campaigns, programs and issues, and assists in the development of strategies to improve the public image and visibility of SEIU Local 668 and its members;
Developed communications campaign strategies, materials, timelines and tactics to support organizing, union growth, contract campaigns and legislative goals;
Managed, wrote and edited all forms of communications including, newsletters, magazines, leaflets, direct mail, web site content, e-mail messages, new releases, fact sheets, op-eds, talking points, speeches and other materials;
Trained local organizers, staff representatives and members to upgrade the quality of all written communications;
Planned, designed, implemented and maintained organization’s new media material, including the local’s Website, social media, video and email platforms.
Planned and coordinated media event logistics, media outreach and interviews, including preparation of members and leaders for interviews;
Maintained relationships and contacts with media outlets and monitors media coverage of local union, employers and other related topics;
Supervised and directed staff, as well as procure contracts, as needed;
Interacted and coordinated with International Union, State Council and coalition partner communications staff on state and national campaign communications strategies and materials;
Other duties as assigned.

**Executive Director, Pennsylvania Democratic Party, September 2014 to October 2015**

Managed statewide political organization with 400 members and more than 130,000 subscribers;

Efficiently and effectively communicated with members, leadership, staff, and the public about the organization and its mission;

Created and maintained databases for tracking and communicating with leadership, board members, staff, donors, press/media, and vendors;

Crafted and implemented all institutional and ad hoc budgets;

Ensured compliance and maintained active fiscal management through use of proper contracting practices, reporting, record retention, internal controls, account management, and payroll implementation and taxation;

Oversaw human resource functions for 8 employees including hiring, benefit enrollment, payroll deductions, personnel record security, employee leave tracking, unemployment, workers compensation, scheduling, and training;

Negotiated new property lease for statewide office operations and executed all property services, including sub-lease preparation and execution, insurance review, and vendor services;

Responsible for planning organizational meetings, conventions, and trainings, including travel arrangements for leadership;

Created the first organizational written bulk mailing plan and specific voter file contracts with numerous candidates.

**Liquid Fuel Auditor II, PA Department of the Auditor General, April 2007 to September 2014**

Audited Penn DOT funds distributed to county and municipal governments for compliance;

Completed rigorous testing to ensure compliance and proper internal controls met by government entities;

Provided detailed analysis and findings to be included in audit reports;

Supplemented department training through active engagement with other government departments applicable to position within the Auditor General’s office.

**Susquehanna Township Board of Commissioners, January 2001 to February 2012**

Elected November 2000, 2004, and 2008 to the 2nd Ward Commissioner; Elected as the President of the Board in December 2010 and served until January of 2012. Served on the following committees/boards: Shade Tree Commission, Recreation Advisory Committee, Building & Grounds Committee, Planning Commission, Zoning Hearing Board, School Board Liaison, Public Safety Advisory Committee. Credited for passing a non-discrimination ordinance to provide protections for the LGBTQ community for public accommodations, employment and housing.

**Office Manager & Administrative Assistant, Sutliff Capital Ford, February 2005 to February 2007**

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### Purchased office supplies, office equipment and building services, including utilities, plumbing and electrical services and pest control;

Negotiated contracts for janitorial services, saving money and increasing cleanliness;

Prepared bi-weekly and monthly payroll;

Maintained current personnel files for changes in payroll status and deductions, such as voluntary deductions, health insurance, and wage garnishments;

Set-up, reviewed and managed payroll files and forms, including I-9s, W4s, and W2s;

Responsible for responding to unemployment and worker’s compensation claims

Implemented company policies and amendments;

Calculated and tracked vacation benefits, personal days, holidays, and attendance;

 Prepared company-wide newsletter for 60 employees.

**Property Manager and Rental Agent, Jack Gaughen Realtor ERA, November 1988 to February 2005**

Responsible for listing, renting and managing residential properties;

Designed rental department forms, applications, and leases to ensure fair, legal and good-faith business standards;

Experienced with property maintenance fields such as HVAC, electrical, plumbing, renovations, roofing, and exterior repairs;

Created revisions to residential leasing forms as chair of Pennsylvania Association of Realtors subcommittee on leasing;

 Documented property conditions from lease start to finish for the protection of property owner’s assets;

Responsible for all collections of rent and other fees;

Prepared all leases, renewals, amendments, and security deposit returns;

Reviewed all expenses for payment;

Negotiated all lease terms, renewals, renovations, amendments;

Communicated frequently with both tenants and landlords.

**Office Manager/Computer System Operator, M & S Distributing Co., Inc**., **April 1980-December 1988**

Managed repairs & maintenance for 15,000 sq. ft. wholesale food warehouse;

Trained computer operators and set-up procedure manual for computer compliance and system operation;

Bought and sold product lines, including produce, seafood, meat, cheese, eggs and desserts;

Managed building maintenance, office equipment, repairs, and services.

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**OTHER EXPERIENCE:**

●PA Election Law, PA Ethics Commission requirements, PA Campaign Finance Law, Federal Election Act, Federal Election Campaign laws, political non-profit corporation laws and requirements; ●Bulk mail permit for profit and non-profit with USPS; ●Roberts Rules of Order; ●NGP VAN/VoteBuilder software; ●ADP Payroll system; ●CoSTARS/State Contracts/eMarketplace; ●Prevailing Wage Act; ●GAO & GAGAS (Yellowbook); ●IRS recordkeeping retention requirements; ●PA Penn DOT Publication 9; ●ADP Dealer Services; ●ProCare software

●Residential and commercial leases

●HUD and Section 8 housing

●Statewide Building, Construction and Property Maintenance Regulations/BOCA Code

●Quicken and Quick Books

●Windows and Mac computers

●DEP Environmental study requirements

●Power of attorney for multiple family members since 1980 to present

●Managed up to 350 residential units, 14,000 sq ft of commercial office space, and 15,000 sq ft of warehouse space

**SKILLS:**

●Detail oriented; ●Organized; ●Excellent proofreader; ●Excellent communication skills, both verbal and written; ●Competent contract reviewer and creator; ●Excellent bookkeeping and budget skills; ●Multiple tasker; ●Able to streamline operations and organize for efficiency

●Very computer literate especially with Windows software such as Word, Excel, Access, PowerPoint, Publisher; ●Proficient in social media platforms such as Facebook, Twitter, YouTube, LinkedIn, website maintenance, online conference calls, and webinar trainings; ●Excellent property management skills; ●Team player; ●Staff trainer

**EDUCATION:**

 ●Susquehanna Township School District – Graduate Class of 1971

●Real Estate Fundamentals & Practices, HACC, 1988

●Property Management, Real Estate Institute of PA, 1989

●Graduate, REALTOR Institute - GRI, PA REALTORS Institute, 1993

●Residential Appraisal, PA REALTORS Institute, 1994

●One America, At Home with Diversity, PA REALTORS Institute, 1998

●Certified Leasing Professional, CLP – PA REALTOR Institute, 2002

**LICENSES & CERTIFICATES:**

 ●PA State Police Clearance Certificate – Employment Prerequiste-2005

 ●PA State Police Clearance Certificate – Child Abuse-2004

●Pennsylvania Real Estate Salesperson License - From 1988 to 2005

●GRI, Graduate REALTOR Institute - 1995

●One America, At Home with Diversity – 1998

●Certified Leasing Professional, CLP- 2002

References available upon request.