

DIANA LaCHANCE

deeahn@yahoo.com | (256) 886-9977 | www.dianalachance.com

Security Clearance: Secret

EXPERIENCE

Speechwriter | U.S. Army Space and Missile Defense Command | BRTRC | Aug. 2019 – present

- Draft speeches and talking points for senior leaders; draft associated PowerPoint slides
- Engage with SMEs within the command, other military commands, and other sources as required to obtain background information and images
- Draft senior leader messages to the workforce regarding holidays and special occasions
- Make changes to initial drafts as directed
- Prepare products for public release clearance reviews
- Use existing SharePoint data storage processes to ensure all work is updated and available when needed

Director of Admissions Communications | Office of Marketing & Communications | The University of Alabama in Huntsville | Oct. 2013 – Aug. 2019

Promoted from Communications Writer and Editor to present position in April 2016.

Current job responsibilities include the following:

- Served as the primary person responsible for ensuring message and branding are consistent and on target in all admissions materials
- Developed, researched, wrote, and dispersed ~100 feature stories and press releases annually
- Developed and maintained close relationships with media and community contacts
- Managed the publication of three UAH magazines per year
- Wrote and edited copy for non-admissions marketing material
- Wrote and edited content for the UAH website
- Assisted with the promotion of UAH through social media
- Supervised reports and interns

Freelance Writer/Editor | 2006 – 2013

Wrote and edited creative and technical content for a variety of online and print publications, public relations firms, and nonprofits, including the following:

- **Spark Magazine** | Magazine/Huntsville, AL
Contributor | July 2011 – March 2013
- **Yetispace Inc.** | NASA Contractor/Huntsville, AL
Technical Writer/Editor | March 2010 – March 2013
- **Valley Planet** | Newspaper/Huntsville, AL
Contributor | Dec. 2008 – March 2013
- **Redstone Rocket** | Newspaper/Huntsville, AL
Reporter | Jan. 2012 – March 2013
- **WordSouth** | Public Relations/Rainsville, AL

- Copywriter | April 2012 – March 2013
- **Huntsville Times** | Newspaper/Huntsville, AL
Copywriter | Oct. 2010 – March 2013
- **Crestwood Pulse Magazine** | Magazine/Huntsville, AL
Contributor | April 2011 – Dec. 2011
- **R&D Magazine** | Magazine/Huntsville, AL
Contributor | July 2009 – Dec. 2012
- **Culture & Leisure** | Magazine/Huntsville, AL
Managing Editor | Dec. 2007 – Sept. 2009
Senior Features Editor | Jan. 2007 – Dec. 2007
- **Beacon PMG for AIAA** | Education Technology/Ashland, OH
Technical Editor | May 2007 – April 2010

Technical Writer/Editor | Long & Foster Real Estate | 2004–2006

Acquisitions Editor | American Association of Pharmaceutical Scientists | 2002–2004

Associate Editor | University Press of America | 2000–2002

EDUCATION

Master of Arts | University of Florida | History
Bachelor of Arts | College of William & Mary | History

SKILLS

- Microsoft Office
- Adobe Suite
- SharePoint
- Trello
- Joomla
- HTML
- Social Media
- Conversational French and Spanish

OTHER

Coach | 8U | American Youth Soccer Organization | Huntsville, AL | Aug. 2019 – present

Participant | Leadership Skills II Two-Day Workshop | AIDT | Huntsville, AL | July 2019

Volunteer ESL Teacher | Weatherly Heights Baptist Church | May 2016 – May 2019

Participant | Leadership Skills I Two-Day Workshop | AIDT | Huntsville, AL | June 2019

Participant | Inclusion & Diversity Symposium | PZI | Huntsville, AL | April 2018

Attendee | CASE District III Conference | Atlanta, GA | Feb. 2017

Participant | Managing Across Generational Lines Seminar | SKYE Connect Inc. | Huntsville, AL | Jan. 2017

Participant | STARS Leadership Program | UAH | Huntsville, AL | 2016-2017

Attendee | CASE District III Conference | Nashville, TN | Feb. 2016