

DIANA LaCHANCE

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Security Clearance: **Secret**

EXPERIENCE

Speechwriter | Commander's Action Group (CAG), U.S. Army Space and Missile Defense Command (SMDC) | WBB Inc. | Aug. 2019 – present

- Draft speeches and talking points for SMDC's commanding general and other SMDC senior leaders
- Research and synthesize a wide range of topics by engaging with command SMEs, other military commands, and other sources of expertise
- Draft senior leader messages to the workforce
- Document standard operating procedures for command processes
 - Developed a comprehensive 30+ page Change of Command Concept of Execution
- Edit executive level documents and senior correspondence
- Prepare products for public release via clearance review process
- Utilize SharePoint to access and archive all CAG documents and resources
 - Curated and streamlined the CAG's shared and private SharePoint sites

Director of Admissions Communications | Office of Marketing & Communications | The University of Alabama in Huntsville | Oct. 2013 – Aug. 2019
(Promoted from Communications Writer and Editor in April 2016)

- Served as the primary person responsible for ensuring message and branding are consistent and on target in all admissions materials
- Developed, wrote, and dispersed print and digital content based on research and interviews with campus and community stakeholders and SMEs
 - ~100 feature stories and press releases annually
- Streamlined processes to improve productivity and responsiveness to campus needs
 - Introduced and oversaw the use of an internal online project management system
 - Developed and implemented a public-facing online job request form
- Developed and maintained close relationships with media and community contacts
- Managed the publication of three to five 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 | Self-Employed | 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

CONTINUOUS LEARNING

“Rhetoric: The Art of Persuasive Writing and Public Speaking” | Harvard/EdX | June 2020

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

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

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

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

STARS Leadership Program | UAH | Huntsville, AL | 2016 – 2017

OTHER

Volunteer | Care Assurance System for the Aging and Homebound (CASA) of Madison County | Sept. 2020 – present

Poll Worker | U.S. Election Assistance Commission | Huntsville, AL | Feb. 2020 – present

Spanish Student | Yuwenbon Language Learning Center | Huntsville, AL | Feb. 2020 – present

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