

TWENTY YEARS OF SERVICE
DIANA COLE – October 1996
Executive Secretary – City Manager’s Office

Education, Training & Licenses:

Diana is a graduate from Laquey High School in Laquey, Missouri. She has completed the following training courses: Basic and Public Purchasing Law; Specification Bid Writing; Microsoft Applications; Smart Data Online Credit Card Procurement; DemandStar Bid Program and H.T.E. Training. Diana has several purchasing certifications and is a licensed Notary Public.

Employment Background & Experience:

Before coming to the City of Euless, Diana held the position of the Lead Loan Clerk with the Bank of Crocker and Security Bank of Pulaski County, Waynesville, Missouri. Previously, she worked for Pulaski County Abstract Company researching land title information and for Pulaski County Hospital as the Commercial Insurance Clerk. In October 1996, Diana was employed as the Secretary I in the City Secretary’s Office. In October 1997 she was promoted to Administrative Secretary II in the City Manager’s Office. In November 1998 she transferred to Support Services/Public Works as the Administrative Assistant II and served as Recycle Coordinator. In October 2000 she moved to Purchasing as the Purchasing Technician. In March 2004, she began working for the Finance Department as Administrative Secretary I. She is currently the Executive Secretary for the City Manager’s Office.

Awards, Recognition, Associations, & Personal Data:

Diana received the Employee of Month Award in November of 1998 and is a very proud “Omi” (Grandma) of five beautiful grandchildren.

