

Diane Hatton-Milner

PO Box 62
Murchison, TX 75778
Ph. 903-469-3995
MamaDe56@aol.com

Work Ph. 903-675-6310
Fax 903-675-6316
dmilner@tvcc.cc.tx.us

QUALIFICATIONS

Counseling and training ability for many years in various areas, including, but not limited to: academics, college transfer, career, financial aid, and personal and family situations. Taught job seeking skills and test taking skills.

Ability to understand and complete formal documentations and contracts in a timely manner. Manage federal funds. Write federal grants. Facilitate meetings and projects.

Ability to learn new skills quickly. Eagerly embrace taking classes/courses/training in any area, which enables me to more efficiently, and effectively perform my job.

Loyalty to company and ability to work with any and all persons makes me a real player to any organization. Determination to see a job completed, fairness to everyone, ability to work under pressure and to operate electrical and mechanical devices with little or no difficulty

EXPERIENCE

**Academic Counselor of Student Support Services, Trinity Valley Community College
Athens, TX 1991—Present**

Duties include: recruiting students for program that services disadvantaged students with tutoring, cultural enrichment, career/academic advisement, personal counseling, and 4-year college information. Maintaining student files, liaison work between students and teaching faculty, and other work deemed necessary for program success.

Director of Educational Talent Search, Trinity Valley Community College 1988—1991

Duties: recruit students for both two-year and four-year colleges, and personal/career counseling. Also organized presentations to students at 20 high schools in a four-county service area, train and supervise employees, maintain files on program participants, submit necessary paperwork to Department of Education in Washington DC, and determine program materials. Responsible for federal grant writing and administering yearly budget of approximately \$107,000.

Talent Search Counselor, Trinity Valley Community College 1984--1988

Duties: class presentations on job-seeking skills, financial aid workshops, class advisement, college investigation and selections, personal counseling, and assisting program director as needed.

Owner of Diane's Designs, Murchison, TX 1979—Present

Catering, wedding, and monogramming business.

Bookkeeping Department of First National Bank, Athens, TX 1977—1979

Duties: document authorization and filing, customer relations, and proof-machine operation.

Part-time work included—Church janitorial work; lab work at Henderson Co. Memorial Hospital; legal secretary for Gloria Messina, Attorney-at-Law; and faculty student secretary at Henderson Co. Junior College.

EDUCATION

1996-2001

Post-Graduate Work

- Texas Tech University (Educational Technology)
- University of Texas at Tyler (History, Computer Science, Art)
- Texas A&M at Commerce (English, Continuing Education)

May 1985

East Texas State University

Commerce, TX

Master of Science

- Counseling and Guidance
- Higher Education

May 1980

University of Texas at Tyler

Tyler, TX

Bachelor of Arts

- Art
- Sociology
- Some work in Elementary Education

May 1976

Henderson County Community College

Athens, TX

Associate of Science

- Liberal Arts

PROFESSIONAL AFFILIATIONS

Texas Community College Teachers Association
Trinity Valley Community College Faculty Association
Southwest Association for Student Assistance Programs—SWASAP
Texas Association of Student Special Services Programs—TASSSP
Trinity Valley Cross-Cultural Committee
Trinity Valley Student Financial Aid/Scholarship Appeals Committee
Past City Council member for City of Murchison, TX
Former Mayor Pro-tem, Murchison, TX

HONORS

Who's Who Among Rising Young Americans
Who's Who Among American Junior Colleges
Who's Who Among American High School Students
Alpha Chi Honor Society
Phi Theta Kappa Honor Society
Dean's list (college)
Leader of Tomorrow Award Winner
Circle-K Lt. Governor for Texas/Oklahoma (college)

PERSONAL QUOTE

"If I have truly helped one person in my lifetime, then I have accomplished much." I have always been interested in learning anything new and hope that my education and educational experiences never end. It is my personal belief that "when a person ceases to learn, then that person ceases to live." If everyone would leave things in better shape than they found them, the world would be a better place for everyone.