

Diane L. Richard

Mosaic Research and Project Management
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PROFILE

- Leadership, administrative & interpersonal skills as used to successfully lead a school PTA for 2 years
- Extensive consulting, engineering, managerial, & training experience
- Skilled information researcher, processor & disseminator
- Energy, drive & creativity to start two companies from scratch; a self-starter
- Leadership, project management & problem solving skills used in managing technical & non-technical projects
- Successful independent & team work skills
- Strong communications, client relations, organization and analytical skills

SMALL BUSINESS OWNER

Mosaic Research and Project Management, Raleigh, NC (July 2003 – present) – Owner, sole-proprietorship

- Writer & Co-Editor, Global Universal Design Educators Online Newsletter (October 2003 - Present), bi-monthly publication, http://www.universaldesign.net/gudeo_news.htm
- Writer & In-house Editor, Center for Universal Design Insert to Universal Design Newsletter, 2004 (select Volume 7 issues), http://www.universaldesign.com/newsletters_index.php
- Internet and information research
- Website Support Services (recent efforts – <http://www.udeducation.org/> and <http://www.design.ncsu.edu/cud/>)
- Grant research and writing (<http://design.ncsu.edu/cud/>)
- Project Management (<http://design.ncsu.edu/cud/>)
- Genealogy research services
- Established “Cards by Alysia” subsidiary (<http://www.mosaicrpm.com/CardsbyAlysia>)



COMMUNITY LEADERSHIP

Charles R. Bugg Elementary School (Creative Arts & Science Magnet), Raleigh, NC

PTA Directory Chair (2001-2002) – Created a School-wide Directory

PTA Presidency (1999-2001)

- Responsible for unit's good standing -- unit received several State PTA Honors
- Provided leadership, managed budget, recruited board members, problem-solved issues, promoted services/ programs, and coordinated activities, services & personnel
- Documented & stream-lined operations (fewer volunteers accomplish more) & increased the organization's visibility
- Worked closely with school principal, parents, teachers & community leaders to develop & implement school programs & initiatives
- Nominated for Wake County PTA Council Community Volunteer of the Year Award (2001)
- Wrote & distributed bi-weekly e-mail board member "bulletin" (action items, deadlines, responsibilities & FYI) & wrote monthly column for school newsletter
- Organized & ran monthly board meetings and quarterly general meetings
- Helped out with Membership, Spirit Wear, Treasury, Nominations, Book Fair, Awards, etc.
- Liaison to regional school board advisory council (2000-present)

PTA Cultural Arts Chair (1997-1999)

- Identified & contracted with talent to present programs at school
- Coordinated with school & artists to ensure successful programs & arranged needed materials & staffing

Kids Voting (1999-2000) – Precinct Captain

Interfaced with Precinct Judge, set-up facilities, solicited & scheduled volunteers, created materials to ensure consistency
Tutor (1999-2002)

East Millbrook Magnet Middle School, Raleigh, NC

- Magnet Parent Resource Committee Member (present)
- Kids Voting Precinct Captain (2002)

Girl Scouts/Cub Scouts (1997-present)

- Cadette Girl Scout Troop #106, Co-Leader (2003-Present)
- Cookie Manager (2003)
- Planned and ran select meetings (2-4 each year for each troop)
- Kids Voting Precinct Captain (2000, 2001)

TEMPORARY POSITION

Center for Universal Design, North Carolina State University, Raleigh, NC
(October 2002 – August 2003) -- *Temporary Administrative Position*

- General Office Duties
- Internet Researching
- Director Search Coordination
- Project Management

SMALL BUSINESS OWNER

Snugglebundle Enterprises, Allen, TX & Raleigh, NC (1992-1996) -- *Sole-proprietor of mail-order natural products catalog for infants and small children*
Researched, designed & produced catalog, maintained inventory, fulfilled orders, marketing and more



PROFESSIONAL CONSULTING

Kelly Education and Training Center, AT&T Bell Laboratories, Middletown, NJ (1989-1990)

Senior Specialist Consultant, Professional and Career Development

Designed & developed international resource materials, program content & experiential activities. Consulted with and retained external program vendors. Assured smooth functioning of educational programs.

The Communication Link Co., Inc., New York, NY (1988-1989) -- *Management Consultant*

Conceived, designed, and produced marketing materials, workshops, workshop materials, and training tools. Researched, interacted with and tracked potential clients.

Pickard, Lowe and Garrick, Inc., Newport Beach, CA (1982-1986) -- *Engineering Consultant*

Project managed & performed Risk Assessment Analysis' of power and chemical plant systems.

Consulted on power plant startup and licensing work around the U.S. Conceived, developed and presented professional development seminars.

EDUCATION

Rensselaer Polytechnic Institute, Troy, NY

Master of Business Administration, Human Resources (1987)

Master of Engineering (1982)

Bachelor of Science, Engineering, Summa Cum Laude (1981)

University of California at Irvine, Irvine, CA

Certificate in Management Practice for Engineering and Technical Professionals (1986)

PUBLISHED

- "Design Comes Alive for Students" (2004). Universal Design Newsletter, October 2004, Vol. 7, Issue 4, page 7.
- Semi-annual Genealogy Research Updates (May 2001 – present)
- "They All Met in Salem"; limited circulation; (August 2002), 2 Vols
- "They All Met in Oldham"; limited circulation (May 2001), 1 Vol
- Articles -- small circulation parenting publications (1992 –1993)

- 'Journal of European Industrial Training' Vol. 15, No. 3, pp17-21. (1991), "[Preparing Technical Professionals for Cross-Cultural Interactions](#)"(1991) (co-author Robert T. Moran, American Graduate School of International Management)
- AT&T -- International Resource Guide & Video for Expatriates (Bell Labs) (June 1990 & July 1989)
- Journal of Management in Engineering; [Messages: Clear and Effective](#) (co-author with Lin Kroeger, The Communication Link Co.); Vol 5, No. 2 (April 1989)
- EPRI NP-3967, "Classification and Analysis of Reactor Operating Experience Involving Dependent Events" (June 1985), (under D.L. Acey) (also presented at 1984 ANS Meeting, ANS Transactions, Volume 46, ISSN: 0003-018X)
- "Probabilistic Risk Assessment - An International Perspective" (1984) (SWE Convention Paper) (under D.L. Acey)
- Various Publications, speeches and articles related to Engineering (1980-1985) (under D.L. Acey)
- [NUREG-0559](#), "A comparative analysis of LWR (light water reactor) fuel designs" (under D.L. Acey) (July 1980)

RECENT TRAINING RECEIVED

- Frontpage 2002, <http://www.ed2go.com/cgi-bin/newoic/aboutus.cgi?name=waketech>, September 2004
- "Show Me The Money" pre-conference grant-writing workshop, NC Society of Research Administrators, March 3, 2004
- EASI Programs Attended (on-line), <http://www.rit.edu/~easi/>
 - Dec 18, 2003 – Creating Accessible Web Pages
 - Jan 15, 2003 – Digital Books of the Future
 - Feb 26, 2004 – Accessible E-Learning
- Tech Connections, Georgia Tech On-line Tutorial Training Activities, <http://www.techconnections.org/atworks/content/index.cfm>
 - Tutorial 1: Customer Service Representative With Visual Impairment (August 2004)
 - Tutorial 2: Musician with Augmentative Communication (September 2004)

June 25, 2005