

2019-2024

DIANA DONOVAN

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EDUCATIONAL BACKGROUND

Jacksonville University <i>Master of Science in Organizational Leadership</i>	Jacksonville, FL Expected April 2020
Jacksonville University <i>Bachelor of Science in Psychology & Applied Theory</i>	Jacksonville, FL May 2011

PROFESSIONAL EXPERIENCE

Jacksonville University <i>Director, Office of the President</i>	Jacksonville, FL October 2014-Present
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- Lead as one of six Senior Executive Staff Positions at Jacksonville University directly reporting to President Tim Cost.
- Streamline Fall and Spring Commencement into single season while separating graduate and undergraduate programs
- Enhance Presidential Fellowship Program by adding regular supervision and development of task specific roles
- Oversee execution of all major university events including Commencement and Global Citizen Awards
- Advocated for improved and additional resources on campus to optimize student experience
- Serve as surrogate on behalf of President Tim Cost on select campus and community initiatives
- Appointed by President to lead committees on development and implementation of campus strategic plans
- Collaborated with Global Citizen selection committee to host Indra Nooyi, CEO of PepsiCo ('15) and Ken Burns, Documentary Film Creator ('16)
- Directed project to bring JAX NCAA Tournament Game to Jacksonville University

City of Jacksonville <i>Director of Scheduling, Mayor Alvin Brown Administration</i>	Jacksonville, FL March 2012-September 2014
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- Established strategic and logistical plan to appropriately execute Mayoral initiatives
- Acted as Mayoral liaison for varied professional level representatives, eclectic organizations, and the general public
- Implemented cohesive and continuous processing of event and office staffing to maximize reach and productivity
- Facilitated environment for effective and efficient government by coordinating and prioritizing agendas

Jacksonville University <i>Director of Events & Visitation, Admissions Department</i>	Jacksonville, FL July 2011-March 2012
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- Supervised the Student Ambassador Program and Welcome Center for potential new students
- Oversaw hiring, training, and executing of JU representative student leaders to recruit prospective students and market the university.
- Tracked and distributed updated JU department information and news updates to prospective students and families
- Acted as a liaison to university resources, exemplify and cultivate a positive relationship for all visiting guests
- Coordinated and marketed multiple open houses, 50 + group tours, recruiting events, and retreats

BOARDS & ORGANIZATIONS

Women's Giving Alliance <i>Delores Barr Weaver Fellowship Program</i>	Jacksonville, FL Month 2015-Month 2019
Women's Center of Jacksonville Board of Directors <i>Board Member</i>	Jacksonville, FL October 2017-Present
ImpactJAX, Jax Chamber <i>Hightower Fellowship Program</i>	Jacksonville, FL May 2017-November 2017
The Jacksonville Jaguars Foundation & U.S. Assure <i>JAX MVP Emerging Leaders Program</i>	Jacksonville, FL May 2017-November 2017
Florida Times Union Citizen Editorial Board <i>Board Member</i>	Jacksonville, FL January 2017-June 2017
Jacksonville University Alumni Board of Governors <i>Jacksonville Chapter Chair</i>	Jacksonville, FL January 2012-January 2016