

Diane C. Shackleford  
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## **Professional Objective**

A Staff Management Position in a University Police Department

## **Education**

Central High School, graduate 1971

Management Leadership, West GA College, 1995-1996

College Business Management Institute, University of Kentucky, 1999-2001

## **Related Courses**

Privacy & Security

Campus Parking Management Workshops, 1994, 1995, 1996

WordPerfect, Introductions to Windows, Intermediate, & Advanced

Administrative Staff Training, 2000, 2001

## **Employment History**

State University of West Georgia, Carrollton, GA (April, 1987-Present)

Department Secretary- 1987

Manager of Parking Services- 1990.

Business Manager - 1997

Various Duties include:

Responsible for departmental payroll, purchasing, accounts payable, criminal and personnel files & Custodian of Records for the Police Department.

Carroll Pathology, Carrollton, GA (1986-1987)

Computer billing, customer complaints

Rexham, Corporation, Charlotte, NC (1983-1986)

Inventory Control Coordinator - Computer inventory billing, customer orders and credits.