



**Unified**  
Investigations & Sciences, Inc.



## South Central Service Center

**Diane Rawlins**

*Senior Administrative Associate*

Dallas, Texas  
214-946-8989  
drawlins@uis-usa.com

**EDUCATION:**

Mountain View College, Dallas, Texas      3.50 GPA  
Associate Degree/Business Administration

D.W. Carter High School, Dallas, Texas      High Honors  
High School Diploma/Office Careers

**EMPLOYMENT:**

Unified Investigations & Sciences, Inc., Dallas, Texas  
Administrative Assistant  
August 2001 to present

Cintas Corporation, Chesapeake, Virginia  
Administrative Assistant/Office Lead  
October 1998–June, 2001

Buckner Baptist Children's Home, Dallas, Texas  
Administrative Assistant  
November 1994–June 1998

Baylor University Medical Center, Dallas, Texas  
Administrative Secretary I and II  
June 1987–August 1992

**EMPLOYMENT (CON'T):**

InteCom, Inc., Allen, Texas  
Secretary II and Administrative Secretary  
April 1984–September 1986

**PROFESSIONAL NARRATIVE:**

Diane has worked in a variety of industries during the course of her career. This has afforded her the opportunity to broaden her knowledge base and work with all levels of people, ranging from those working in manufacturing plants to CEOs. This path has enabled her to develop specific skills, such as forging cooperative paths between formerly combative departments in large organizations, act as liaison between different factions, such as the general employee population and corporate offices, or corporate offices and the community. Diane is able to compose correspondence and utilizes initiative and analytical skills to resolve problems before they escalate to upper management. She believes it is imperative for the office functions to run smoothly in order to facilitate the overall efficiency of the company.

**PERSONAL NARRATIVE:**

Diane began working for UIS upon her return to the Dallas area from Virginia. She lived near Virginia Beach for three years and now has a goal to visit all the beaches in the U.S.

Diane was born in Dallas and has visited nearly all of the southern states. However, other than the cities surrounding Dallas, she has only lived in San Antonio, Texas and Chesapeake, Virginia. Diane likes to travel and try new experiences.

Diane is divorced and the mother of two. She loves music (especially the blues), hanging out around any major body of water, reading, and socializing.