



APPLICATION FOR CITY COUNCIL
Vacant General Seat D

Mr./Ms./Mrs. Diana Day Employer People Centric Consulting Group

Home Address 637 South Fremont Business Address 429 West Walnut
Springfield Zip 65804 Springfield Zip 65806

Home Phone 417-714-0451 Business Phone 417-887-6760

E-mail address dianak.day@gmail.com

Do you live in the Springfield City Limits? Yes X No If yes, how long? 11 Years

Previous employers and positions Esterly, Schneider & Associates, Inc. AIA - Office Manager

Special Qualifications Effective leader, strong communicator, expert facilitator, passionate about Springfield.

Educational Background Obtained Bachelor of Science Degree from Missouri State University in Consumer and Family Sciences. Currently enrolled at Drury University to obtain Masters in Business Administration (expected graduation in June 2018).

Community activities and offices held Springfield Symphony Board Member, Biz 417 Advisory Board Member, Drury MBA Graduate Student Advisory Board Member, The Network Advisory Council, March of Dimes Ozarks Chapter Secretary, Rountree Neighborhood Association Secretary, City Advisory Council for Community Development

References Linda Ramey Greiwe (Executive Director, Care to Learn) lrameygreiwe@caretolearnfund.org, Jeff Schrag (Owner, Mother's Brewery) jschrag@mothersbrewing.com, Don Harkey (Chief Innovation Officer, People Centric Consulting Group) donharkey@peopleccg.com

Please attach resume.

Signature: [Handwritten Signature]

Date: 4-18-2017

DIANA DAY

637 South Fremont
Springfield, MO 65804

DianaK.Day@gmail.com
417.693.1356

EDUCATION

- 2002-2006 **Bachelor of Science in Consumer and Family Sciences**
Core content included Resource Management, Career Skills, Communication and Conflict Resolution, and Consumer Research
Missouri State University, Springfield, MO
- 2016 **Master of Arts in Business Administration** (Expected Graduation 2018)
Drury University

**COMMUNITY
OUTREACH**

- Biz 417**, Advisory Board, 2017
The Springfield Symphony Board, Member since 2015, Co-Chair of Gala Committee 2015
Springfield Area Chamber of Commerce, School Board Coalition since 2014
The Network, Member since 2009, Diversity Co-Chair 2015, Programming Chair 2014
Springfield Public Schools Foundation, Advisory Council Since 2016
The Network Advisory Council, 2013-2016

EXPERIENCE

- 2015-Current **People Centric Consulting Group, LLC, Chief Business Officer**
Part of the 3 person Executive Team to define company goals and objectives, formulate policies and implement strategies and processes. Manage and oversee administrative, financial, and Human Resource function. Inform the rest of the executive team of budgeting, cash flow, financial planning, and investment priorities. Work directly with clients to ensure complete customer care and build long lasting relationships. Work to implement effective marketing strategies, brand continuity, and business development.
- 2013-2015 **People Centric Consulting Group, LLC, Business Manager**
Provide strong day-to-day leadership presence, while continually cultivating and maintaining our high performance and innovation driven culture. Manage personnel and human resource functions, ensure staff receives timely and appropriate development and training, and mentor and develop staff, oversee multiple consultants and advisors, and maintain all day-to-day operations.
- 2008-2013 **Esterly, Schneider & Associates, Inc., Office Manager**
Work with architectural designers to coordinate development of a wide variety of design and construction projects, locally and nationwide; interact with clients on a daily basis through phone, email and written correspondence; assist in the hiring process for administrative staff; manage daily scheduling; manage administrative staff; responsible for updating invoices and project records on proprietary software; perform administrative support duties including: filing and archiving of documents, editing brochures, drafting documents and response letters, and answering phones; perform office duties including: making copies, scanning documents, ordering supplies, answering phones, shipping and making local deliveries.

**ADDITIONAL
INFORMATION**

Myers Briggs Personality Type: ESTJ, "The Executive"
Linked-In Profile: <https://www.linkedin.com/in/dianakday>
Strengths Finder Top Five Strengths: Discipline, Achiever, Context, Relator, Significance

NEWS WORTHY Thanks for Caring Citizens: <http://www.news-leader.com/story/opinion/editorials/2014/08/25/thanks-caring-citizens/14588409/>
At Work: Diana Day: <http://www.news-leader.com/story/news/business/2014/07/28/work-diana-day/13274943/>
Passionate About Improving Her Community: <http://www.news-leader.com/story/life/2014/08/24/passionate-improving-community/14342123/>

**AWARDS AND
RECOGNITIONS**

The Springfield Business Journal 2017 40 Under 40

The Springfield Area Chamber of Commerce Young Professionals (The Network) 2015 Young Professional of the Year Finalist 2015, Recipient 2016

The Springfield Business Journal 2015 Most Influential Women Recipient