

# **DIANE PHILLIPS HANKS**

## **Curriculum Vitae**

**NAME:** Diane Hanks

**WORK ADDRESS:** Northeast College, 555 Community College Drive, Houston, TX 77013

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**COLLEGE EMAIL ADDRESS:** diane.hanks@hccs.edu

### **EDUCATION:**

- B.A. English/Journalism, University of Houston, Houston, Texas 1969
- M.Ed. Education, Sam Houston State University, Huntsville, Texas 1972

### **TEACHING EXPERIENCE:**

- Instructor, 1975 – Present

Houston Community College System

Courses: Computer Applications I and II, Keyboarding, Office Technology, Cooperative Education I and II, Business English, Business Communication, Business Math, Technical Writing, Introduction to Business, Principles of Management

- Instructor, 1981 – 2006

University of Houston, Downtown

Courses: Keyboarding, Microsoft Office, Business Machines, Business Communication

### **PROFESSIONAL, TECHNICAL, AND WORK-RELATED EXPERIENCE AND SKILLS**

- Instructor/Consultant, 1998 – 2004

First Step Computer Consultants, Houston, Texas

One-on-one consulting, instructing groups in computer skills and problem-solving for companies and private clients

- Certified as Microsoft Office Specialist (2012)