



About **Diane Koski**



Diane Koski is an Administrative Assistant for North Coast Council. She has been with NCC since 2015.

Diane received her Master of Business Administration from the University of Phoenix, a Bachelor of Arts in Studio Art, Minor: Human Resources from Cleveland State University, and her Associate of Business Management from Cuyahoga Community College. She provides administrative support to the executive director. She is responsible for financial record keeping, accounts payable and receivable, district contract records, coordination of meetings and trainings, and working on special projects. She also assists a diverse group of important external callers and visitors as well as internal staff. Diane looks forward to streamlining processes for increased accuracy and efficiency while demonstrating integrity, discretion, and dependability.

Prior to working at North Coast Council, Diane worked for over ten years at Cuyahoga Community College managing administrative operations including human resources, budget & academic scheduling for 18 academic departments. Diane also spent four years in Human Resources at American Greetings providing superior administrative and project focused support and meticulously coordinating corporate training programs.

Diane loves exploring...new locales and cultures, new wines and craft beers, finding public art and sculptures, and relaxing in nature. Ask her about a past trip and let her share her passion.

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