



Executive Assistant

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Education or Qualifications

University of South Carolina
 Midlands Technical College

Specializations

Operations/Administration
 Property Marketing

Affiliations or Memberships

CPS – Certified Professional Secretary
 Professional Secretaries International

Diane Salane

Area of Expertise

I joined Colliers in 1979 and am the Executive Assistant for the brokerage division at Colliers | South Carolina. I serve as the company's MCA Coordinator. My responsibilities include administration of sales documents; processing closings; maintaining sales listing systems; and designing reports, spreadsheets and databases for the sales department and receivership properties. I also work with brokerage associates in the marketing aspects of the Company's listings.

I strive to tackle each of my responsibilities with a special attention to detail, making sure that nothing is missing in order to protect our clients and brokerage staff from risk. My process includes breaking down a project into multiple parts to address issues in manageable tasks. Maintaining clear verbal and written communication between all team members is key to successful office administration, and after 38 years of experience, that comes natural to me

Professional Accomplishments

My professional accomplishments include the Colliers | South Carolina Community Service Award (2015) and Presidents Award (2004). I was the 1990 South Carolina Secretary of the Year, for Professional Secretaries International South Carolina Division and a 1993 Tribute to Women in Industry (TWIN) Nominee.

Business and educational background

My business and education background includes the University of South Carolina and Midlands Technical College. I received the Certified Professional Secretary designation in 1988. I am a former member of Professional Secretaries International, Palmetto Chapter, where I served as Treasurer, Secretary, Vice President, President-elect and President, and served on numerous committees. I also taught Business Law classes for the CPS designation.

Community Involvement

My community involvement is wide-ranging and includes serving on the board of the South Carolina Youth Advocate Program, Transitions (participating in the 12-week workshop Ready Willing & Able, teaching homeless women professional development and leadership skills) and kitchen manager for Casting for Recovery, a retreat for women undergoing breast cancer treatment. I am a volunteer for the Leukemia & Lymphoma Society, the Columbia Blues Festival and United Way of the Midlands. I was on the Festival of Trees Committee in 2011 and served as chair of the committee in 2012. I have also conducted workshops for SCISA, South Carolina Department of Social Services and South Carolina Department of Mental Health.

I enjoy attending golf tournaments and other sporting events, cooking, reading, listening to live music, traveling to the beach and the mountains and