



FRUITA
COLORADO

**CITY OF FRUITA
BOARDS AND COMMISSIONS
MEMBERSHIP APPLICATION**

BOARD OR COMMISSION: Board of Adjustments, Downtown Advisory Board, Police Commission

NAME: Mary G. Midgett

MAILING ADDRESS: 857 Saint Peppin Drive

Fruita, CO 81521

	City	State	Zip
RESIDENCE ADDRESS:	<u>Same as above</u>		

PHONE NUMBER: (870) 413-9923

N/A

Home

Work

E-MAIL ADDRESS: mmidgett43@gmail.com

How long have you been a resident of Fruita? 2 years in June 2021

Occupation/Employer: Retired

List any volunteer and/or work experience:

See attached resume. I served in the Pine Bluff, AR Chamber of Commerce Board working with new business owners, downtown restoration, crime. Prior to that, I served as an advisory to the New Orleans Bar Association Disciplinary Board, as its administrator.

Are you presently serving on a board or commission? If so, which one(s)?

No, I volunteer through my church monthly to do Stone Soup where we feed the homeless in Whitman Park in Grand Junction

Why do you want to be a member of this board or commission?

I am retired and have a 25+ year work history so I believe I may be able to contribute to the City of Fruita.

List any abilities, skills, or interests which are applicable to the board or commission for which you are applying.

I am familiar with taking minutes, working within Zoom, I am fairly proficient in word, excel and power point.

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Are you committed to attending meetings?

☒ Yes

☐ No

Are you committed to serving an entire term?

☒ Yes

☐ No

Please specify any activities which might create serious conflict of interest if you should be appointed to a particular board or commission. (If unsure, please call the City Manager's office at 858-3663)

List any licenses, certificates or other specialized training applicable to the board or commission for which you are applying.

I carried a Q Security clearance for several years

Additional information or references you believe may be helpful in considering your application.

I am an outsider, having spent the past 22 years in AR and before that NJ GA,LA, TX and CO (time since 1981) I believe my view points and abilities to bring an new look into the city might be helpfu. I can provide references if you wish.

Signature

Mary B Midgett

Date

05/15/2024

All applicants are strongly encouraged to attend a regularly scheduled meeting of the board or commission for which they are applying. Frequent non-attendance may result in termination of the appointment.

ATTACHMENTS TO APPLICATION MUST BE LIMITED TO TWO PAGES

Please feel free to submit a resume along with this application. Application and any attachments should be returned to the Fruita City Council c/o the City Clerk, 325 E. Aspen, Fruita, CO 81521. Although we have indicated the best time to apply for a particular board, we accept applications for any of the boards year-round. Thank you.

M. G. MIDGETT

857 Saint Peppin Drive
Fruita, CO 81521

Home (870) 540-0891
Cell: (870) 413-9923

SUMMARY OF QUALIFICATIONS

Twenty-five years professional writing and editing experience. Developed and/or implemented numerous internal policies and procedures. Demonstrated accomplishments in writing and preparing complex, multi-faceted, diverse participant proposals as well as all levels of project documents. Sound abilities to effectively communicate, both orally and in writing with all levels of staff and Subject Matter Experts. Proficient in personal computer applications.

EDUCATION

Bachelors of Science, Kansas State University (magna cum laude)
Graduate Studies, Kansas State University/University of Texas/University of Houston

WORK EXPERIENCE

08/2008 – 08/2009

Dollarway High School

Pine Bluff, AR

- ***Tenth Grade English and Honors English***

12/1998 – 06/2006

Washington Group, Intl. (formerly Raytheon Demilitarization Co)

Pine Bluff, AR

- ***Assistant Contract Manager*** responsible for preparing contractual correspondence to the government; Ghost write most correspondence originating from Project General Manager, Project Controls Manager and Contract Manager as well as other departments. Provided all procedure reviews for department and wrote all departmental procedures.
- ***Manager, Engineering Administration*** responsible for supervising the group assigned to prepare the initial systemization procedures wrote and edited numerous plans, procedures, site monthly report data, staffing plans, salary plans, resource allocation plans and resources.
- ***Senior Subcontracts Administrator*** responsible for writing all Procurement / Supply Chain Policies and Procedures.

6/1998 – 12/1998

Raytheon Engineers & Constructors

Princeton, NJ

Senior Contracts Administrator, Nuclear, responsible for writing primary draft analyses of contract terms and conditions, and negotiation guidelines.

4/1997 – 11/1998

Burns & Roe Enterprises, Inc.

Aiken, SC / Oradell, NJ

Senior Technical Writer/Editor worked with Proposal/Marketing Group providing writing/editing expertise in preparing all aspects of Technical Proposals. Skilled in preparing 255/254s, researching, designing and writing key personnel resumes, relevant project experience summaries and other pertinent proposal sections.

11/1992 – 3/1997

EBASCO Services/Raytheon Engineering & Construction

Augusta, GA/Savannah River Site

Technical Publications Manager responsible for preparing intricate, multi-faceted proposals and project deliverables including Conceptual Design Reports, System Design Descriptions, Project Procedures and Technical Specifications as well as publishing project newsletters and bulletins, drafted compliance matrices. Worked to ensure presentations were consistent, integrated in style, explicit in thought process and in conformance with technical document standards. For *Corporate Security writing/editing scope included preparing corporate level procedures, guides, emergency preparedness plans and other similar level security documents for company offices throughout the world. Provided seconded services in Technical Editing field. Was selected as a Corporate Team Member to prepare the single largest, most detailed proposal in the company's history. Major responsibilities included coordinating and preparing data calls, key personnel resumes and compiling and writing the diversity section of the proposal*

CLEARANCES

DoD National Agency Check (Secret) – Inactive

VOLUNTEER ACTIVITIES