

Stephanie E. Palmer
37838 West Merced St
Maricopa, AZ 85138
480-201-6016
Stephp361@aol.com

February 16, 2014

City of Maricopa
Vanessa Bueras
City Clerk
39700 W. Civic Center Plaza
Maricopa AZ 85138

Dear Ms. Bueras:

I am applying for the vacant position on the Parks, Recreation, and Libraries Advisory Committee. Attached is my application and resume for your consideration. I firmly believe that no matter what community we live in, citizens should give back to their community whatever talents in time and effort they are capable of. I have been a member of the Friends of the Maricopa Library for the 5 years I've lived in Maricopa. I took the Citizenship Leader Academy course to learn more about how my City operates and came away feeling proud to live in Maricopa and knowing that at some time I would wish to serve on one of the advisory committees. That opportunity now presents itself with the PRL vacancy.

As my resume shows, I have had a fulfilling and varied career interacting with internal and external customers, managers, and co-workers. During my career I have served on and led teams in analysis and recommendations to corporate leaders. I will bring that experience and work ethic to PRL.

As an active community member and proud graduate of the Maricopa Citizens Leadership Academy, I have been excited for the community since the announcement of the Copper Sky Complex, and participated in some of the focus sessions. The Copper Sky Complex presents a unique opportunity for Maricopa and its residents and I believe I have a contribution to make. I appreciate your taking the time to review my resume. Thank you for your consideration.

Stephanie E. Palmer

Professional References:

Richard Baker – dickbaker16@aol.com
Carolyn Tiffany - midnighttiff@yahoo.com
Ceci McKinnie – cecitravelgal@aol.com
Lynda Merrer – morethemerrer@aol.com

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OBJECTIVE

Serve as a member of the Parks Recreation and Library Committee and be of service to the community of the City of Maricopa.

OVERVIEW

40 years of business experience
Strong communication and business writing skills
Strong organizational and planning skills
Management of multiple subject/process threads throughout an initiative
Process development/implementation
Ability to execute ideas/plans into specific accomplishments
Strategic and tactical vision; able to see both long range and short range
Management of cross-functional teams

VOLUNTEER EXPERIENCE

Board Member

Geddes Lake Co-operative Finance Committee (2007-2009)

- Homeowners Association committee with responsibility to develop the annual budget and oversee the management company's execution of the approved budget.
- Effectively brought accounting expertise to the committee resulting in more accountability on the part of the management company to develop the budget and execute their responsibilities

Treasurer – Geddes Lake Condominiums Homeowners Association (2008-2009)

- Oversight of collections and disbursements of the Geddes Lake Homeowners Association fees and contracts.
- Chair of the Geddes Lake Condominiums Finance Committee

Treasurer – Friends of the Maricopa Public Library (2010 - 2013)

- Implemented accounting controls for requests, disbursements, audits consistent with Generally Accepted Accounting Principles
- Improved financial reporting, instituted annual financial audit

Volunteer

Cub Scouts (1979 – 1980)

- Den mother to son's Cub Scout Pack

Youth Soccer League (1981 – 1984)

- Equipment Manager for League, responsible for ordering and disbursing uniforms and equipment
- Assistant Coach to son's team

- Detroit Institute of Arts** (1993 – 1994)
- Volunteer gallery monitor
- Maricopa Public Library** (2009 – Present)
- Shelving
 - Assist library staff in youth arts and crafts, youth programs such as Dr. Seuss, Story Time activities, etc.
- Event Coordinator – Friends of the Maricopa Public Library** (2009 – 2010)
- Established the Event Committee
 - Brought authors to speak at the Maricopa Library such as Arizona children's author Conrad Storad, and OneBook AZ author, Janna Bommersbach

Projects

- Geddes Lake Condominium Conversion** (2007 – 2009)
- Led and managed the conversion of 360 co-operative housing units to the condominium form of ownership
- City of Maricopa Citizen Leadership Academy** (2013)
- Proud graduate of the Citizen Leadership Academy

PROFESSIONAL EXPERIENCE

- 9/73-5/07** **General Motors Acceptance Corporation**
Sourcing Manager, Finance and Planning Department (4/04-5/07)
 GMAC Executive Office – Information Systems & Services (IS&S)
- Effectively utilized strong communication, organization and management capabilities along with extensive contract/procurement knowledge in this “thin-layer management” organization to productively interface with suppliers and customers in the procurement of IT services, hardware and software.
 - Management of 8-10 member outsourced contract team.
 - Responsible for Requests for Proposals, Statements of Work and Purchase Orders, including negotiation of terms/conditions.
 - Report and analyze team results; advise/recommend to Senior Management.
- Program Office Manager**, Technology Management Office/e-Commerce (1/00-4/04)
 GMAC Executive Office – Information Systems & Services (IS&S)
- Created processes in support of the technology strategy created by the VP of GMAC Technology.
 - Responsible for budget management, presentations and documentation, including the development of budget tracking tools.

EDUCATION

BBA, City University, Seattle, WA, 1989, Accounting major

Project Management Professional (PMP) Certified

BOARDS AND COMMITTEES APPLICATION FORM

Thank you for your interest in volunteering for the City of Maricopa. With this application, please attach an up-to-date **resume** and a **cover letter** expressing your interest in the Board or Committee that you are applying for. Please fill out the following form and return it to the City Clerk by one of the following means:

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| <p><u>Email - Fax - Questions</u></p> <p>Email: vanessa.bueras@maricopa-az.gov Fax: 520-568-9120 Questions?: 520-316-6971</p> | <p><u>By Mail</u></p> <p>City Clerk City of Maricopa P.O. Box 610 Maricopa, AZ 85139</p> | <p><u>In Person</u></p> <p>City Clerk City of Maricopa 45145 W. Madison Ave Maricopa, AZ 85139</p> |
|--|--|--|

| Contact Information | | |
|---|--|---------------------------------------|
| Name: | Stephanie E Palmer | |
| Address: | 37838 W Merced St | |
| City, State, Zip: | Maricopa AZ 85138 | |
| Email: | Stephp361@aol.com | |
| Home Phone: 480-201-6016 | | Cell Phone: 480-201-6016 |
| General Information | | |
| What Board/Committee are you applying for? | Parks, Recreation and Library | |
| Are you applying based on a request from a member of City Council? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | If so, please indicate which Council member below: _____ | |
| Briefly tell us about your experience and education | I have a BA in Business/Major Accounting. I retired from GMAC (now Ally Bank) after 31 years in various positions. I spent the last 16 years in GMAC's Executive Office. My final position was as a Sourcing Manager. I am a member and past Treasurer of Friends of the Maricopa Public Library (FOTL) | |
| Briefly tell us why you want to serve on this board/committee: | I firmly believe we all need to give back to our community as volunteers. PRL is one way in which I can act on my belief. As a member of FOTL I have a passion regarding libraries and how they benefit the Community. With the new Copper Sky complex I want to see it begin to serve the Community in the right way from the beginning. | |



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| When are you available for meetings? | I'm retired an available when I'm needed | | | | |
| Are you a graduate of the City of Maricopa Citizens Leadership Academy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If so, what year did you graduate? <u>2013</u> | | |
| Are you at least 18 years old and registered to vote in Pinal County? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Have you lived within the City's Incorporated Limits for at least one year? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have You Served On Any Boards, Commissions, Committees, or Task Forces In the Past? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | |
| | If so, Please List: | | | | |
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PLEASE NOTE THAT THIS APPLICATION IS CONSIDERED PUBLIC RECORD AND MAY BE POSTED ON THE CITY'S WEBSITE

Signature of Applicant:

2/16/14

Date:

FOR OFFICE USE ONLY
Application Received On:

