

Submitted by: Assembly Chair Traini
Prepared by: Office of the Clerk
For reading: September 9, 2003

CLERK'S OFFICE

APPROVED

Date: 9-9-03

ANCHORAGE, ALASKA

AR NO. 2003- 277

A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPOINTING MARY CROXTON AS MINUTES CLERK.

WHEREAS, the Office of the Municipal Clerk is responsible for the preparation and maintaining of the Minutes of the Assembly; and

WHEREAS, the position of Minutes Clerk has been vacant since July, 2003; and

WHEREAS, an extensive search and interview process has just been completed and

WHEREAS, based on her skills and experience Mary Croxton has been selected

NOW, THEREFORE, the Anchorage Assembly resolves:

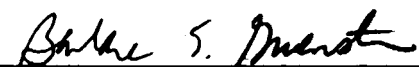
Section 1: That Mary Croxton is appointed as Minutes Clerk.

Section 2: That this resolution shall be effective upon passage and approval.

PASSED AND APPROVED by the Anchorage Assembly this 9th day of September, 2003.


Chair

ATTEST:


Municipal Clerk

MARY CROXTON
PO BOX 2312
PALMER, ALASKA 99645

HOME: (907)746-3422
CELL: (907)354-6072
mfc@gci.net

CAREER OBJECTIVE

To work as the Minutes Clerk with the Municipality of Anchorage

EDUCATION

Dimond High School, Anchorage, Alaska
University of Alaska, Fairbanks
Director, Admissions and Records
Fairbanks, Alaska 99775-0600
University of Idaho, Moscow
Office of the Registrar 854-Y007
Moscow, Idaho 83843

High School
Bachelors of Secondary Education
Art Major
Writing Minor
Masters of Art

Graduate/Degree
Graduate/Degree
Graduate/Degree
Graduate/Degree

CAREER SPECIFIC, JOB-RELATED SKILLS AND OUTSTANDING QUALIFICATIONS

Former Chair of TLC&RC Building Committee, with responsibilities of preparing meeting agendas, note taking and transcribing into minutes for records and distribution
Current Chair of Awards Fellowship Committee, with responsibilities of preparing meeting agendas, note taking, minutes transcription
Superb skills in Office and Business Management, including operations of record keeping/filing, computer, data banks, soft ledgers, fax simile machines, multi-party phone systems, typing, quality correspondence, maintaining large database, mass mailings, maintaining all office supplies and equipment, preparing pertinent lease and activity use agreements with building management, etc
Outstanding professional skills of presentation, grammar, visual, written and oral communications
Keen knowledge of computer Microsoft Office Suite; Windows 95, 98, XP, IBM and Mac systems
Creator of outstanding, eye-catching and informative publications and brochures
Self-motivated, reliable, capable, quick learner to grasp big picture of operations
Master of time management, organizational and multi-task skills
Former Adjunct Instructor with University of Alaska, 6 years, with accredited curriculum, including testing
Former, enthusiastic Instructor for JH and HS youth, 4 years with the Sitka Fine Arts Institute
Proven professional public relation skills; committed to maintaining the highest standards of quality for education, customer satisfaction and community service
Responsible for claims management, maintain professional relationship with insurance company, adjusters, tenants and personnel; keeping current on policies to maintain permits, waivers and upgrade requirements
Life-long resident of Alaska, with keen knowledge of Alaskan geography, history, people, culture and industry
Former 8-year Municipality of Anchorage Employee
15+ years business management experience as sole proprietor of successful Alaskan small business
Positive attitude, cheerful, dedicated, responsible, intelligent, flexible, highly self-motivated, resourceful, mentally and physically attractive; an asset to any work team

PROFESSIONAL REFERENCES

Dave Dossett, Owner; Exploration Gallery
633 Mission Street; Ketchikan, Alaska 99901
Gallery/days: (907)225-4278

Karin McCullough, Headstart Director, SE
PO Box 333; Petersburg, Alaska 99833
days: (907)209 2465; home: (907)772-9238

Brent Hudson, Master Guide
PO Box 878338; Wasilla, Alaska 99687
home: (907)892-0416

ADMINISTRATIVE ASSISTANT, TRINITY BARN PLAZA
Trinity Lutheran Church and Resource Center
Kathy Franzenburg, Pastor, Church (907)745-0726; H: (907)745-0626
Teresa Nelson, Director, Office (907)745-0526; H: (907)376-0173

HC01 Box 6026A; Palmer, AK, 99645
2001 to June, 2003
20-80 hours/week; \$15.00/hour

Chief Office Administrator and acting Building Director for TLC&RC. First point of contact for the Building, which supports twelve tenants and many activity use groups. Chair of the Building Committee, with five board members, to which I address monthly Building progress reports, issues and concerns that need directive. Create detailed meeting agendas, compile meeting notes and transcribe into minutes for distribution and records. Responsible for initiating Building and Water Utility maintenance, including building codes, water testing, completing necessary waivers and permits, licensing, processing insurance claims and arranging upgrades as required by ADEC, Mat-Su Test Laboratories, the State Fire Marshall and corporate insurance company, all of which I secured in 2001-02. Maintain tenant lease contracts and collect and deposit rents and fees. Originate service requests for Building and grounds maintenance. Collect and secure maintenance bids when contract work is required. In charge of Building business and technical operations, including scheduling calendar for all activity use for the building and creating pertinent activity use agreements for each group, as needed. I am highly skilled at multi-tasking and I have superb abilities to work closely, confidentially and cheerfully with diverse individuals and groups, as needed. In 2002 I assisted with youth summer enrichment programs associated with Trinity Lutheran Church. As Office Manager I maintain all of my office equipment, including a facsimile, multi-party telephone system, copy machine, computer with mass data banks and endless files of records for Building and Trinity Lutheran Church. I assist the Church with creating and publishing weekly worship bulletins and announcements and contacting worship volunteers for duties. I creatively manufacture appropriate eye-catching literature, postcards, pamphlets and brochures. I create and post current weekly building activities, distribute memos and mail to building associates and detail bulletin boards in a professional and creative fashion.

Building is being sold because of owner's tenuous financial stability.

ARTIST, CROXTON STUDIO
Studio: (907)746-3422

PO Box 2312; Palmer, Alaska 99645
10-80 hrs/week; \$55K/yr/high; 1986 to present

Professional, published, freelance Watercolor Artist. Creator of original and popular Fine Art images. Sole proprietor of successful, prominent Art Business. Production of exciting, unique watercolor paintings and limited edition, off-set lithographs. Refined public image and professional public relation skills. Superior business and financial management skills to balance all aspects of office and technical operations. Master of time management skills with unique ability to prioritize schedules, events and production time. Fast-paced studio environment. Prosperous retail and wholesale marketing, mail-order, exhibits, promotion and sales. Maintain long-lasting, professional relationships with representing Galleries in Alaska, US and Canada. Master Framers. Master of shipping all Fine Art pieces, including packing, transit, storage and insurance, customs and computerized tracking. Studio airlines certified. Continual market analysis of Art Markets, researching consumer demands and all factors of trends, style, product competition, public interest and geographical location. Increased merchandise variety by adding alternative inventories to meet changing market demands. Responsible for securing and maintaining relationships with trade show organizations, contractors and networking with all available associated resources. Excelling with original creativity, shows and tours, promotions and education. Superior business and financial management skills to balance all aspects of office and business operations. Committed to maintaining superior quality and original products and exhibits. Dedicated to fostering customer service and satisfaction to the public, my clientele and retailers. Master of visual displays, organizing fund raisers and developing workshops for child and adult education. My Artist Biography and examples of my Fine Artwork can be viewed on Exploration Art Gallery's website at <http://www.explorationgallery.com/>.

Downsized Studio productions and made career move in 2001, as product demand declined with the economy.

CHAIR, GRADUATE SCHOLARSHIP COMMITTEE, University of Alaska
University of Alaska Foundation, Office of Development
Scott Taylor, Executive Director (907)474-6726
PO Box 757530; Fairbanks, AK 99775-7530

1983 to present

Established Memorial Fund in 1983. Secured original financial principle with UA Foundation, Office of Development. Created legal Administrative Agreement, with arrangements for scholarship to be awarded annually with moneys from accrued interests of principle, specifically for an annual fellowship award to a selected graduate student, enrolled at UA. As Director of the Fellowship Review Committee, I chose seven, local professionals for my original selection committee who would guarantee Fund's future with their interest, dedication, knowledge of Fund's intent and purpose and be available to annually review applicants and select award recipient. With assistance from UA Foundation, have successfully awarded Scholarship annually since 1984. With related archeological and museum backgrounds and interests, welcomed partnership with UA Museum in 2000, and now work directly with Museum staff. As the Chair of the Scholarship Committee Board, I create detailed agendas, keeping my Board briefed of UA policy changes and present to them the applicants for their review and selection. I maintain year-round communications with UA Museum associates and my board members for continued stability. With UA Foundation and Museum assistance, the Scholarship is promoted with fliers, the web, advertisements with Museum annual publications, by advertising with affiliated associations (statewide), taking every opportunity to promote the fund with use of visual aids and handouts, and by relaying memos appropriate campus departments and staff members to assist with applicant recruitment. Responsible for setting dates of application deadlines, organizing Committee Board Meetings, directing review and selection process and contacting (in person, when possible) the award recipient. Direct meetings in person (generally) at UA campus, or by means of teleconference.

Mary Croxton, Comprehensive Resume, Municipality of Anchorage, (907)746-3422