

Volunteer Opportunities

TOWN OF PARADISE VALLEY COMMITTEE VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering with the Town. Appointments to committees, commissions, and boards are made in late March of each year and terms begin April 1. Applications are accepted throughout the year. The deadline to be considered for appointment is January 30. Applications received after that time will be kept on file and may be considered for mid-term vacancies. It is not necessary to list a committee preference. During the interview with the Mayor and Council, consideration will be given to the applicant's background, skills, and interests to assist in determining the best fit.

Please provide the following background information.

Name*	Marianne Mallia
Address*	Smoke Tree Ln
Email*	
Home Phone	
Employer	Mayo Clinic
Occupation	Scientific Publications writer/editor
Business Phone	
Cell Phone	
Number of years as PV resident	5
Professional experience highlights	

Please see my attached CV, which delineates my experience and work history. I am currently employed by Mayo Clinic. I work with Mayo Clinic authors on academic research papers being submitted for publication in scientific peer-reviewed journals. I am a faculty member of the Mayo Clinic School of Medicine. I have received awards for my teaching, including the highest teaching award given by the American Medical Writers Association. I also received the highest award given by the American Medical Writers Association: the Swanberg award for distinguished service to medicine or medical communication. I have given numerous professional talks, have published manuscripts and co-written books and have helped secure millions in grant funding for institutions where I have worked.

What experience do you think qualifies you to be a committee member?

I have a myriad of experience managing and running large groups. I was president of the American Medical Writers Association (8,000 members) and manager of Scientific Publications at the Texas Heart institute for 35 years. I have chaired and participated in numerous committees and on various Boards. I have studied various forms of design, including mid-century, contemporary, and ultramodern in continuing adult education (non-degree) on my own and in courses at Rice University in Houston, and I could bring that knowledge to the Hillside Committee and the Board of Adjustment. I am interested in hillside and other types of building within the city and that may change variances. I have been a member of museums in Houston and Phoenix and involved in special art forums. I have taken courses in art history. My husband and I have an art collection that has been featured in the American Art Collector and other periodicals. Our former home was part of the 2019 ASU Art and Architecture Tour. My art knowledge obviously would lend itself to the Art Advisory Committee. Please see my CV for additional information.

Community Activities

I was involved in my community (Colonia Miramonte) before we recently moved, regularly show my classic '63 Corvette split-window coupe at the Veterans Day car show in Paradise Valley, and am a participating member of the Town of Paradise Valley Women's Association. I co-share responsibility for organizing one of the book clubs. I was involved in other similar types of activities in my former home, West University Place, Texas (Houston area).

Information on each of the committees including summaries, annual reports, and meeting minutes are located on the Boards & Commissions page. [Information on Committees](#)

Have you familiarized yourself with the duties of the committee(s) in which you are interested?*

Yes

No

Attach resume and cover letter

[Application CL and CV.pdf](#)

* indicates required fields.

January 11, 2020,

Town of Paradise Valley

Please accept my application for committee membership in the town of Paradise Valley. I am qualified for membership on the Board of Adjustment, Arts Advisory Committee, and the Hillside Committee, which is the order I prefer.

I have a myriad of experience managing and running large groups. I was president of the American Medical Writers Association (8,000 members) and manager of Scientific Publications at the Texas Heart institute for 35 years. I have chaired and participated in numerous committees and on various Boards. I have studied various forms of design, including mid-century, contemporary, and ultramodern in continuing adult education (non-degree) on my own and in courses at Rice University in Houston, and I could bring that knowledge to the Hillside Committee and the Board of Adjustment. I have always been concerned about hillside and other types of building that change variance. I have been a member of museums in Houston and Phoenix and involved in special forums. I have taken courses in art history. My husband and I have an art collection that has been featured in the *American Art Collector* and other periodicals. Our former home was part of the 2019 ASU Art and Architecture Tour. My art knowledge obviously would lend itself to the Art Advisory Committee.

In my current position at Mayo Clinic, I am required to learn new, complicated material daily. I am certain I could learn whatever is required of committee membership. I know and understand statistical concepts and have awards for my writing and speaking, including grant writing. I was responsible for securing millions of dollars in grants for the Texas Heart Institute, my former employer. I am planning to decrease hours in the full-time position I now hold at Mayo, so I will have more time to devote myself and my talents, including grant writing and arts knowledge to community activities.

I was involved in my community (Colonia Miramonte) before we recently moved, regularly show my classic '63 Corvette split-window coupe at the Veterans Day car show in Paradise Valley, and am a participating member of the Town of Paradise Valley Women's Association. I co-share responsibility for organizing one of the book clubs. I was involved in other similar types of activities in my former home, West University Place, Texas (Houston area).

I am also a faculty member of the Mayo Clinic School of Medicine. I have received awards for my teaching. I received the highest award given by the American Medical Writers Association: the Swanberg award for distinguished service to medicine or medical communication. I hope I will be given an opportunity to apply my skills for the town of Paradise Valley. My CV is attached, which further describes my qualifications.

Sincerely,

Marianne Mallia
Smoke Tree Ln
Paradise Valley, AZ 85253

Attachment below: CV

First Place, Writing/Technical Article, Matrix Awards Competition - Association for Women in Communication	1996
Second Place, Writing/Speech, Matrix Awards Competition - Association for Women in Communication	1996
Award of Achievement, Writing/Books, Matrix Awards Competition - Association for Women in Communication	1997
Fellow - American Medical Writers Association	1997
Who's Who in Medicine and Healthcare - Marquis	1997-Present
Honorable Mention, Technical Article, Matrix Awards Competition - Association for Women in Communication	1998
Recipient, Golden Apple Award - American Medical Writers Association (for teaching excellence)	1998
Second Place, Writing/Other, Matrix Awards Competition - Association for Women in Communication	1999
Who's Who in the World - Marquis	1999-Present
First Place, Writing/Technical, Matrix Awards Competition - Association for Women in Communication	1999
Honorable Mention, Writing/Speech, Matrix Awards Competition - Association for Women in Communication	1999
First Place, Writing/Technical, Matrix Awards Competition - Association for Women in Communication	2000
Who's Who in America - Marquis	2006-Present
Who's Who of Women - Marquis	2009-Present
Swanberg Distinguished Service Award - American Medical Writers Association (highest award given by this 5,000-member organization. For distinguished contributions to medical communication or for unusual and distinguished services to the medical profession)	2010
Distinguished Service Award - Texas Heart Institute, Houston, TX	2011

7. Military Service

8. Previous Professional Positions and Major Appointments

Curriculum Writer - Houston Independent School District (Curriculum Development Committee), Houston, TX	1970-1976 (summers)
Department Chair - English Department, Houston Independent School District/Baylor College of Medicine (High School for Health Professions), Houston, TX	09/1970-09/1976
Laboratory Coordinator/Editorial Associate - Cardiovascular Surgical Research Laboratories, St. Lukes Episcopal Hospital, Houston, TX	09/1976-09/1982
Medical Writer - Texas Heart Institute at St. Luke's Episcopal Hospital, Houston, TX	09/1982-09/1986
Manager and Senior Medical Writer - Texas Heart Institute at St. Luke's Episcopal Hospital, Houston, TX	09/1986-06/2015

9. Professional & Community Memberships, Societies and Services

Professional Memberships & Services

American Medical Writers Association

Member	1976-Present
Administrator of Education	2000-2001
President-Elect	2001-2002
President	2002-2003
Past President	2003-2004
Annual Conference, How Adults Learn	
Networking Leader	1987
Annual Conference, Organizing the Biomedical Paper	
Workshop Leader	1987-2000
Annual Conference, Writing Medical Manuscripts	
Workshop Developer and Leader	1988-1989
Advanced Curriculum Program	
Coordinator	1988-1989
Onsite Presentations	
Workshop Leader	1989-Present
Can We Talk? Issues and Answers for Medical Communicators	
Panelist	1989
How to Organize and Run Medical Writing Internships	
Workshop Developer and Leader	1992-1994
Swanberg Awards Committee	
Member	1992, 2014-2017
Trade Book Awards	
Chair	1993-1994
Annual Conference - Book Awards	
Presenter	1993-1995
Annual Conference, Manuscripts Other Than the Biomedical Paper	
Workshop Developer and Leader	1994-2006
Annual Conference, Advanced Writing	
Workshop Developer and Leader	1995-Present
Annual Conference, The Editing Clinic	2019-Present
Workshop Developer and Co-Leader	
Executive Committee	
Member	1996-2004
Annual Conference	
Workshop Coordinator	1996-1998
Annual Conference	

Conference Chair (5000-plus member organization)	1999
Nominating Committee	
Member	2005
Task Force on Ethical Standards	
Member	2004-Present
Fellowship Committee	
Member	2006
Chair	2009
Task Force - Promoting Ethics for Medical Communicators	
Member	2007-2008
Nominating and Education Committee	
Member	2007-2010
Task Force - Credentialing	
Member	2009
Annual Conference - Panel Discussions and Evening Program	
Coordinator	2009
Task Force - Grievance Process	
Member	2009-2010
Editing/Writing Conference	
Chair	2010
Task Force - Ethical Standards in Publications	
Member	2010
Annual Conference	
General Sessions Chair	2011
Education Committee, Bylaws Committee	
Member	2011-2014
Search Committee for AMWA Journal Editor and Executive Director	
Member	2011
Certification Commission	
Member	2011-Present
Medical Writing Certification Commission	
Co-Chair	2013-2014
Chair	2015-2018
Member	2018-Present
American Medical Writers Association Florida Chapter	
Conference Workshop Leader	1997
American Medical Writers Association Southwest Chapter	
President	1995-1996
Past President and Board Member	1996-1997
Advisory Board Member	1986-1987
Ethical Issues for Authors and Editors	
Panel Developer and Participant	1988

McGovern Award Committee Chair	1994
American Medical Writers Association West Point Regional Conference Workshop Leader	1997
American Medical Writers Association Carolinas Regional Conference Workshop Leader	2001
American Medical Writers Association Mid-Ohio Regional Conference Workshop Leader	2001
Board of Editors in the Life Sciences, member	2002-Present
Task Force on Certification Process Review	2019-2020
American Medical Writers Association Endowment Fund, creator	2004
Phi Beta Phi Sorority Member	1967-Present
Scholarship Chair	1967-1970
National Council of Teachers in English Member	1971-1980
Society for Technical Communications Member	1984-1988
Council of Science Editors Member	1984-Present
Board Member	1992-1995
Aplastic Anemia Foundation, Southwest Chapter Advisory Board Member	1985-1990
Association of Teachers of Technical Writing Member	1992
Young Editors Society Advisor	1996
Community Memberships & Services	
Museum of Fine Arts - Houston Member	1974-Present
Houston Trial Lawyers Foundation Secretary	1995-1996
Texas Trial Lawyers Foundation (FANS) Board of Directors	1996-1999
Scholarship Chair - Region 6	1997
Desert Botanical Garden - Scottsdale	2015-present
Scottsdale Society for Contemporary Arts - Scottsdale	2015-present
Museum of Fine Art - Phoenix	2015-present
Friends of Contemporary Art	2015-present

10. Journal Responsibilities

Journal Editorial Responsibilities

Texas Heart Institute Journal	
Editorial Consultant, Board	1976-1986
Manuscript reviewer	1985-2014

11. Educational Activities

A. Curriculum/Course Development

Responsible for Evaluating Existing Programs and Developing New Courses American Medical Writers Association	1988-Present
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B. Teaching Intramural

Taught courses in chemistry, English, and technical writing Baylor faculty, students, and reference librarians Texas Medical Center Library Houston, TX	
Instructor - Scientific Writing Course University of Texas School of Allied Health Sciences University of Texas Health Science Center Houston, TX	1990-1992
Leader - Writing Workshops University of Texas School of Public Health Houston, TX	1990-1994
Organizing the Biomedical Paper American Medical Writers Association On-Site Workshop American College of Clinical Pharmacy Ft. Lauderdale, FL	1991
Organizing a Research Paper Houston Area Dietetic Association Houston, TX	1993
Careers for English Majors Career Seminar University of Houston Houston, TX	1993
Instructor - Improving Your Writing Skills (graduate course) University of Texas School of Public Health Houston, TX	1993-1994
Organizing the Biomedical Paper American Medical Writers On-Site Workshops Amgen Inc. Thousand Oaks, CA	1996

Manuscripts Other Than Biomedical Paper American Medical Writers On-Site Workshops Amgen Inc. Thousand Oaks, CA	1996
Introduction to Biomedical Manuscript Writing Radiation Oncology Mayo Clinic - AZ	12/2015
Introduction to Biomedical Manuscript Writing Professor Rounds - Cardiology Mayo Clinic - AZ	2015-Present
Organizing the Biomedical Paper Professor Rounds - Cardiology Mayo Clinic - AZ	2015-Present
Writing Case Reports for Publication Professor Rounds - Cardiology Mayo Clinic - AZ	2015-Present
How to Write an Abstract Professor Rounds - Cardiology Mayo Clinic - AZ	2015-Present
Common Mistakes in Grammar and Punctuation Professor Rounds - Cardiology Mayo Clinic - AZ	2015-Present
How to Write a Better Sentence Professor Rounds - Cardiology Mayo Clinic - AZ	2015-Present
Introduction to Biomedical Manuscript Writing Professor Rounds - Radiation Oncology Trainees Mayo Clinic - AZ	2015-Present
Organizing the Biomedical Paper Professor Rounds - Radiation Oncology Trainees	2015-Present
Writing Case Reports for Publication Professor Rounds - Radiation Oncology Mayo Clinic - AZ	2015-Present
How to Write an Abstract Professor Rounds - Radiation Oncology Trainees Mayo Clinic - AZ	2015-Present
Common Mistakes in Grammar and Punctuation Professor Rounds - Radiation Oncology Trainees Mayo Clinic - AZ	2015-Present
How to Write a Better Sentence Professor Rounds - Radiation Oncology Trainees Mayo Clinic - AZ	2015-Present
Introduction to Scientific Writing Gastroenterology, Nephrology, Radiation Oncology Trainees Mayo Clinic - AZ	2017-Present

How to Write a Scientific Paper Gastroenterology, Nephrology, Radiation Oncology Trainees Mayo Clinic - AZ	2017-Present
How to Write a Case Report Gastroenterology, Nephrology, Radiation Oncology Trainees Mayo Clinic - AZ	2017-Present
Tips to Improve Clarity in Writing Gastroenterology, Nephrology, Radiation Oncology Trainees Mayo Clinic - AZ	2017-Present
Introduction to Scientific Writing Hematology/Oncology, Pulmonary, Clinical Cardiac Electrophysiology, Gynecology, and Palliative Care Trainees	2017
How to Write a Scientific Paper Oncology, Pulmonary, Clinical Cardiac Electrophysiology, Gynecology, and Palliative Care Trainees	2017
How to Write a Case Report Oncology, Pulmonary, Clinical Cardiac Electrophysiology, Gynecology, and Palliative Care Trainees	2017
How to Improve Clarity in Writing Oncology, Pulmonary, Clinical Cardiac Electrophysiology, Gynecology, and Palliative Care Trainees	2017
Essentials of Writing and Publishing (5 days of course work) Selective Course, Mayo Clinic School of Medicine – Scottsdale	2 times per year 2017-Present

C. Mentorship

New hires (editors): Florida campus; Scottsdale campus	2017-Present
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D. Academic Career Development –**12. Institutional/Departmental Administrative Responsibilities, Committee Memberships and Other Activities****Texas Heart Institute**

Clinical Research Committee

Member

2000-2015

Mayo Clinic

Clinical Education Committee

Member at Large

2017-2019

13. Presentations Extramural**National/International****Invited**

How to Write a Scientific Paper:
International School of Cardiac Surgery (session 3)
Ettore Majorana Foundation and Center for Scientific Culture
Erice, Sicily

11/2005

Improving Scientific Writing (Grand Rounds) Felsenstein Medical Research Center, Beilinson Hospital, Rabin Medical Center Tel Aviv, Israel	03/2007
How to Write a Scientific Publication (Meet the Expert Session) Third Annual Congress Update in Cardiology and Cardiovascular Surgery Antalya, Turkey	12/2007
Scientific Publishing in the Field of Heart Failure, Innovations and New Treatment Strategies in Heart Failure First Branislav Radovancevic International Heart Failure Symposium Portoroz, Slovenia	09/2008
An Overview of Scientific Publishing Second Branislav Radovancevic International Heart Failure Symposium Portoroz, Slovenia	09/2009
Challenges of Scientific Publishing Fourth International Brano Heart Failure Forum Belgrade, Serbia	09/2011
Tips for Getting a Manuscript Published in a Scientific Journal (Grand Rounds) Bilim Medical Faculty and Florence Nightingale Hospital Groups Istanbul, Turkey	09/2012

14. Visiting Professorships**15. Clinical Practice, Interests, and Accomplishments****16. Research Interests**

Ethical Issues in Scientific Publishing
Clarity in Writing and Its Effect on Understanding in Research Publications

17. Educational Practice, Interests, and Accomplishments

Integrating educational and research interests

18. Research Grants Awarded**19. Patents**

20. Bibliography

Non Peer-reviewed Articles

1. Mallia M. Ethical and policy dilemmas. CBE Views. 1991;14:85-6
2. Mallia M. Strategies for excellence in scientific research and reporting. CBE Views. 1992;15:121-2
3. Mallia M. Annual conference workshops: what you should know. AMWA Journal. 1998;13:6-10
4. Mallia M. Forging our future in Philadelphia. AMWA Journal. 1999;14:9-15
5. Mallia M. Philadelphia: Hear ye, come! AMWA Journal. 1999;14:19-23
6. Mallia M. President's inaugural message. AMWA Journal. 2002;17:4-7
7. Mallia M. Highlights of the January Executive Committee meeting. AMWA Journal. 2003;18:3-5
8. Mallia M. From your AMWA president. AMWA Journal. 2003;18:93-6
9. Mallia M. Report from the March Board of Directors meeting. AMWA Journal. 2003;18:45-7
10. Baker L, Hamilton C, Mallia M. AMWA establishes permanent endowment fund. AMWA Journal. 2004;19:117-8
11. Foote MA, Hamilton CW, Mallia M. Comments on European Medical Writers Association (EMWA) guidelines on the role of medical writers in developing peer-reviewed publications. Curr Med Res Opin. 2005;21:703-4
12. Hamilton CW, Mallia M, Mitrany D, Foote MA. Comments on "the corporate author". J Gen Intern Med. 2005;20:972-3
13. Mallia M. A question of internship organization. Science Editor. 2010;33:94
14. Mallia M, Wogan C, Roberts R. Getting your manuscript published. 2010;25:12
15. Mallia M. Demons and idols... and a blue Corvette (2010 Swanberg Address). AMWA Journal. 2011;26:12-6
16. Gegeny T, Mallia M. Update from the Certification Commission. AMWA Journal. 2014;29:47 (quarterly publications thereafter, continued to present)

Peer-reviewed Articles

1. Mallia M. funds for science: strategies for excellence in scientific research and reporting. CBE Views. 1999;15:121-3
2. Royer M, Mallia M, Cozzarin J. Pathways to the presidency: Making the journey. AMWA Journal. 2004;19:172-4
3. Palmer S, Mallia M. The section of Scientific Publications at the Texas Heart Institute. Medical Writing. 2015;24:128-31

Books and Chapters (edited or written)

1. Cooley DA, Mallia M. *Reflections and Observations*. Austin, Eakin Press, 1984
2. Cooley DA, Mallia M. *Texas Heart Institute Heart Owner's Handbook*. Philadelphia, John Wiley & Sons, 1996
3. Mallia M (editor). *Surgical Treatment of Aortic Aneurysms* (Cooley DA, author). Philadelphia, WB Saunders Company, 1985
4. Mallia M (editor). *Techniques in Cardiac Surgery* (Cooley DA, author). Philadelphia, WB Saunders Company, 1985
5. Mallia M (editor). *Eat Smart for a Healthy Heart Cookbook* (Cooley DA, Moore CE, authors). New York, Barron's, 1988
6. Mallia M, Cooley DA. *Twenty-Five Years of Excellence: A History of the Texas Heart Institute*. Houston, Texas Heart Institute Foundation, 1989
7. Mallia M (editor). *Coronary and Peripheral Angiography and Angioplasty* (Leachman R, Leachman RD, authors). London, Edward Arnold Publishers, 1989
8. Mallia M (editor). *How I Do It, Cardiac Surgery: State-of-the-Art Reviews* (Cooley DA, author). Philadelphia, Hanley & Belfus, 1990
9. Mallia M (editor). *Support and Replacement of the Failing Heart* (Frazier OH, physician editor). Philadelphia, Lippincott-Raven, 1996
10. Mallia M: Advanced Writing. Chapter in *Essays for Biomedical Communicators: A Practical Guide for Writers, Editors, and Presenters of Health Science Information* (vol 2). Bethesda, American Medical Writers Association, pp 162-74, 1997 (peer reviewed)
11. Mallia M. Organizing the biomedical paper. *Essays for Biomedical Communicators: A Practical Guide for Writers, Editors, and Presenters of Health Science Information* (vol 1, 2nd printing). Bethesda, American Medical Writers Association, pp 101-16, 2001 (peer reviewed)
12. Cooley DA (author) with Mallia M (editor/writer): *100,000 Hearts: A Surgeon's Memoir*. Austin, University of Texas Press, 2012.

Letters

1. Gegeny T, Lang T, Coles T, Ross MF, Hudson S, Mallia M, Royer R, Whitman M. Letter to the editor, in response to Sismondo S: Ghost management: how much of the medical literature is shaped behind the scenes by the pharmaceutical industry? *PLoS Med.* 2007;4(9):e286

Abstracts

1. Mitrany D, Berman SK, Foote MA, Hamilton CW, Mallia M, Phillips SG, Schwedel B. How to acknowledge a biomedical communicator. American Medical Writers Association Annual Conference. 2003

Book Reviews

1. Mallia M. *The Wellness Encyclopedia of Food and Nutrition: How to Buy, Store, and Prepare Every Variety of Fresh Food* (Margen). AMWA Journal 8:106-107, 1993
2. Mallia M. *Is It Hot in Here or Is It Me?* (Sand). AMWA Journal 9:102-103, 1994
3. Mallia M. *The Wellness Low-fat Cookbook* (Margen). AMWA Journal 10:24-25, 1995
4. Mallia M. *Catching My Breath: An Asthmatic Explores His Illness* (Brookes). AMWA Journal 10:779-80, 1995
5. Mallia M. *How to Report Statistics in Medicine: Annotated Guidelines for Authors, Editors, and Reviewers* (Lang and Secic). AMWA Journal 13:34-35, 1998
6. Mallia M. *Essentials of Writing Biomedical Research Papers*, 2nd Edition (Zeiger). AMWA Journal 16:38-39, 2001