

Susan M. Griffiths  
2422 Hull Ave.  
Des Moines, IA 50317  
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February 15, 2015

DMPS Board of Directors/Vacancy  
Attn: Debra Pendleton  
901 Walnut Street  
Des Moines, IA 50309  
[debra.pendleton@dmschools.org](mailto:debra.pendleton@dmschools.org)

Dear Ms. Debra Pendleton,

I am applying for the position to represent District 2 on the Des Moines School Board. Please accept this letter as my application for the position.

My interest in serving on the School Board stems from my desire to be an advocate for education. I am a proud product and life-long supporter of the Des Moines Public Schools. I attended Cattell Elementary, Harding Middle, North High and I am a loyal resident of the District 2 community. I have always been active within the school community and I am excited at this opportunity for a new avenue of involvement.

I became involved in the Des Moines Public Schools at the building level when I had three daughters in attendance. For over 12 years, I served at Garton Elementary, Goodrell Middle, and East High. As President of the PTA, I worked with the professionals within the schools, parents, and members within the community to ensure that all students were receiving a first-class, high quality education. My daughters have all graduated, but I still have ambitions to be involved.

I would be honored to represent District 2 on the Des Moines School Board. I am optimistic for the opportunity and I am grateful for your consideration. Please contact me at your convenience to schedule an interview. Thank you.

Sincerely,

Susan M. Griffiths

# SUSAN GRIFFITHS

2422 Hull Avenue, Des Moines, IA 50317 | H: 515-263-1520 | C: 515-229-6950 | griffi1221@msn.com

## Career Overview

- Service delivery coordinator for CenturyLink for over 35 years. Coordinates and analyzes access service requests across a 14 state area from customers that are developing and building broadband networks.

## Technical Skills

- Works in a select group to establish the most complicated service requests inclusive of but not limited to: Ethernet Protocol Over Sonet, Metro Optical Ethernet, Optical Wave Length, Geomax Protocol Circuitry, Self Healing Network Systems, Optical Circuitry Networks.
- Reviews multiple technical publications for system/network compatibility.
- Reviews engineering diagrams, sales agreements and funding reports to facilitate accurate service installations and establish correct billing either negotiated under contract or tariff.
- Interacts with customers via telephone and email.
- Interacts internally within CenturyLink among Engineers, Project Managers, Service Managers, Sales Managers, and Technicians to ensure accurate service installation.

## Qualifications

- Event Planning and logistics
- Self-starter
- Creative
- Culturally sensitive
- Compelling public speaker
- Exceptional writing skills
- Approachable
- Excellent problem solving skills
- Strong collaborative skills
- Project management
- Community development
- Media relations
- Citizen engagement
- Natural leader

## Des Moines Public Schools Experience

- PTA President Garton Elementary Des Moines
- PTA member Garton Elementary, Des Moines IA 1987 – 1999
  - Created and implemented the Garton Grand Prix reading program.
  - Organized and staffed school fun nights.
  - Fundraised for established goals for the school such as playground equipment, computers.
  - Interviewed vendors, researched equipment requirements and standards for new playground equipment.
  - Parent volunteer at Life Touch picture days.
  - Parent volunteer at Scholastic Book Fairs.
  - Organized Blueberry Plastics recycling program.
  - Aided in achieving school goal of an Apple Macintosh computer in every room.
  - Assimilated computer lab in library.

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- Chaired the Blue Star program; worked with Des Moines Police in establishing the approved homes that could display a Blue Star in the window. This program was intended for children to easily identify a safe home to go to for help.
- PTA Member Goodrell Middle School 1993- 2001
- PTA Member and President East High School, Des Moines IA 1996- 2005
  - Assisted the successful efforts in procuring the 1% Local Sales Tax option.
  - Selected by Principal Jerry Stilwell to serve on the Rebuilding East High Committee which oversaw the expenditure of local sales tax proceeds toward the improvement of the East High Building and infrastructure.
  - Designed and implemented fundraisers for school goals and events such as post prom, school trips, school equipment, various resources as requested by staff.
  - Staffed and obtained volunteers for school and sports events.
  - Worked in concession stands and volunteered for ticket sales at events.
  - Obtained guest speakers for PTA monthly meetings to bridge community development and interest in the school.
  - Spoke to representatives of the Des Moines School District and Board on the importance of keeping the Arts as part of the school curriculums.
  - Hosted, organized, planned, obtained items for producing Post Prom parties.
  - Hosted, organized, planned, obtained items for producing Holiday parties.
  - Organized East High clean up days.
  - Lobbied at State House for the schools during budget considerations.

## References

- Mark Rocha, Communication Workers of America | 515 480-6886
- John Walling, educator at Goodrell Middle School | 515-262-4206
- Amy Gale, colleague CenturyLink | 515-957-3803