

Print

Application For Appointment/Reappointment - Submission #24828

Date Submitted: 6/10/2026

Name of Board or Boards for which you are applying:*

Planning

Name:*

Mary Ann Durkin

Home Address:*

801 S. Ocean Dr #708

City:*

Fort Pierce

State:*

FL

Zip:*

34949

How long at this address?*

4.5 full time, 13 part time

Telephone Number*

215-514-5759

If less than two years, provide prior address:

Are you a citizen of the United States? *





Yes



No

Occupation: *

Realtor

Employer:*

Keyes Co

Do you own a business that operates within the City of Fort Pierce?*



Yes



No

If yes, list the address and nature of said business:

Do you now or in the future plan to do business with the City of Fort Pierce or the Fort Pierce Utilities Authority(FPUA)?*



Yes



No

If yes, in which organization and in what capacity?

Are you employed by a business that is located within the City of Fort Pierce?*



Yes



No

If yes, state the business and location:

Keyes Co. Real Estate

Do you have special training or knowledge in the area of:

Engineering:*



Yes



No

Architecture:*



Yes



No

Real Estate
Brokering:*



Yes



Finanace/Accounting:*



Yes



No

		No	
--	--	----	--

Contracting:*

☐

Yes

☒

No

Land Development:*

☐

Yes

☒

No

Utilities:

☐

Yes

☒

No

Management:*

☒

Yes

☐

No

Describe your professional background and what expertise you will bring to this Board. (Attach your resume or other applicable information below if desired) *

I currently am a realtor in Fort Pierce. I spent the last years (17) of my career working for the Dean of a major medical school. I was the administrator for the entire dean's staff, including faculty and the administrative staff. In this role I was involved in all aspects of the school including renovations, the building of a new medical school, working with gov't officials regarding permitting, grants, fundraising, etc.

Are you currently a member of a Commission-appointed board/committee?*

☒

Yes

☐

No

If yes, please specify:

Parks Advisory Cmte

Have you ever been convicted of a felony?*

☐

☐

Yes

☒

No

If yes, what was the nature of the crime(s) you were convicted of:

If appointed, are you willing to attend a training session which could last several hours?*

☒

Yes

☐

No

Referred by:*

Applicant Email Address:*

Date:*

Applicant's Signature:*

APPLICATIONS EXPIRE 6 MONTHS FROM THE DATE OF SUBMISSION. PLEASE REAPPLY AS OFTEN AS DESIRED.

For additional information please contact the City Clerk's Office at 772 467 3065 or email

For additional information, please contact the City Clerk's Office at 724.67.0000 or email lcox@cityoffortpierce.com.

Upload Resume (Optional)

resume.6.13.2023.docx

Mary Ann Durkin

Fort Pierce, Florida 34949

Maryanndurkin8859@comcast.net

215-514-5759

Comprehensive knowledge and leadership experience with administrative oversight of complex medical and business environments including strategic planning, medical education, budgeting, and clinical and scientific areas in the health care field.

Work Experience**Executive Assistant to the Dean, Lewis Katz School of Medicine, Temple University – Philadelphia, PA
2003 – 2021**

Provide administrative support to the Dean, School of Medicine

- Organize and manage the office to increase efficiency
- Schedule appointments; both patient and administrative
- Attend meetings and record minutes
- Coordinate meetings, conferences, and events
- Compile information and materials for meetings and travel
- Act as liaison between executive and city/state elected officials, board members, etc.
- Prepare and edit written materials
- Coordinate travel, and itineraries for the Dean
- Work with Director of Executive Physician Recruitment
- Sit on Search Committees
- Coordinate travel for all candidates for Executive positions
- Attend faculty and committee meetings and record minutes
- Edit manuscripts, chapters, books and protocols • Manage 5 employees
- Timekeeper for all Chairs and Institute Directors

**Executive Assistant to the Chairman, University of Pennsylvania, Philadelphia, PA 2001
– 2003**

Provide administrative support to the Chairman of the Department

- Organize and manage the office
- Schedule appointments for the Chair
- Coordinate conferences, meetings and events
- Compile information and materials for meetings and travel
- Interact with internal and external administrative personnel
- Prepare and edit written materials
- Coordinate travel, and itineraries for chair and visiting professors
- Attend Faculty and Committee meetings and record minutes

**Executive Assistant to President/CEO, Synergy Healthcare Services, Inc., Fort Washington, PA 2000
– 2001**

Provide administrative support to the President/CEO, Chief Financial Officer, Vice President of Operations, Vice President of Sales and Director of Client Services.

- Interact with internal and external Medical Directors, Anesthesiologist, Physicians and business personnel serviced by Synergy Healthcare
- Organize and manage the office staff to increase productivity and reduce duplication
- Coordinate day to day administrative activities for President
- Maintain databases for Synergy Healthcare
- Track procedures for anesthesiologists and payments received
- Coordinate and staff Annual Business meeting and dinner

**Executive Assistant to the Chair, Children's Anesthesia Associates, Philadelphia, PA 1998
– 2000**

Provide administrative and secretarial support to the Anesthesiologist-in-Chief and Chairman. Department of Anesthesiology and Critical Care Medicine.

- Serve as liaison on collaborative projects with physicians and administrative personnel
- Organize and manage office
- Edit manuscripts, chapters, books, and protocols
- Review journals for relevant research
- Coordinate all of Chair's academic, administrative, and clinical day to day responsibilities

**Associate Administrator to Director, Yale/NASA Commercial Space Center, New Haven, CT 1997
– 1998**

- Provide oversight of activities for Yale/NASA Commercial Space Center including: program development, national and international conferences, budgets, grants, public relations, operations/facilities, and personnel management. Coordinated academic, administrative and responsibilities for Director.

**Executive Assistant to Stanley J. Dudrick, MD St.
Mary's Hospital, Waterbury Ct.
1994 – 1997**

**Hermann Hospital, Houston, TX
1990-1994**

**Pennsylvania Hospital, Philadelphia, PA
1988-1990**

Administrative Secretary, Common Pleas Court, Philadelphia, PA

1977-1988