



Education

High School Diploma
Bunkie High School

Business Administration / Marketing
LSUE

Life, Health, Property & Casualty State
Insurance Licenses
2016 - Present

Years of Experience

12 Years

Software

All Windows Programs
Microsoft Excel
Microsoft Word
Microsoft Office
Microsoft Outlook
QuickBooks
Adobe Acrobat Pro
LSU Ag Mapping Software
FEMA Floodplain Software
LOMA Processing Procedures

Stacey Elizabeth Gaspard

Office Manager

Overview

Ms. Gaspard is an experienced office manager with a background in Act 12 Building Code enforcement, record keeping, account management and floodplain management. During her 12-year career her responsibilities have included the completion of any and all daily clerical duties, initial client contact and project information gathering, maintaining current project files, scheduling of client meetings and conference calls, dispersing of bid documents to potential clients, maintaining all certificates, licenses and insurance documents, meeting deadlines, collecting funds, accounting, creating documents and reports as well as maintaining records.

Areas of Expertise

Management
Accounting
Insurance
Permitting
Bookkeeping
Legal Research & Drafting
Customer Service
Secretarial Responsibilities
LA Act 12 Building Codes
Floodplain Management
FEMA Rules & Regulations
