

RETURN TO: DATE: _____

Ms. Suzette Thomas, Council Clerk
Terrebonne Parish Council
P.O. Box 2768
Houma, LA 70361
E-Mail: suthomas@tpcg.org
FAX: 985-873-6521

The application of _____,
(Name)

of the full age of majority, whose primary residence and permanent mailing address,
email address, and phone # is :

Applicant wishes to qualify for appointment as a member of _____
(Name of _____
_____ in this Parish, and states the following:
Board/Commission)

A. Applicant has maintained their primary residence in the Parish of
Terrebonne at _____
(current address)
for _____.
(number of consecutive years)

B. Applicant resides in and is a registered voter of council district number
_____.

C. Applicant, applying for membership to the Fire Protection District
Board, is a resident property taxpayer in his/her respective district.

D. Applicant has not been convicted of a felony.

E. To the best of his/her knowledge, Applicant will receive no personal
economic benefit by serving on _____.
(Name of Board/Commission)

F. To the best of his/her knowledge, no member of applicant's immediate
family will receive any personal economic benefit from applicant's
service on _____.
(Name of Board/Commission)

G. Applicant is aware of the meeting requirements of _____.
(Name of Board/Commission)

H. Applicant shall be a Terrebonne Parish registered voter.

*A copy of your resume shall be attached for our consideration

(Signature of applicant)

*Providing false information on this application is grounds for immediate
removal from any board or commission.*

1."personal economic benefit" for purposes of this application, means that no applicant or his immediate family will receive any economic benefit from the applicant's service on said Board or Commission. Simply put, the applicant's actions/transactions while serving on the Board/Commission may result in profits for himself or his immediate family. A per diem received by applicant for his/her service on any board or commission does not constitute personal economic benefit within the meaning of provision E.
2. "immediate family" for purposes of this application means his children, the spouses of his children, brothers, sisters, parents, spouse, and the parents of his spouse.
3. If any applicant is not aware of the meeting requirements of the particular Board/Commission to which he/she is applying for membership, he/she should determine this information by contacting a Board/Commission member or by contacting the office of the Council Clerk.
01/05/11

Catherine Broussard

catbrou@yahoo.com

P.O. Box 801

Bourg, LA 70343

985-855-7020

Education

Nicholls State University, BS in Business Administration

Graduated December 2014, Magna Cum Laude

GPA: 3.77/4.0

Qualifications

- Experience in a professional office environment
- Excellent communication, interpersonal, and problem-solving skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint), Office Mate (optical software), and social media sites
- Knowledgeable in electronic health record management, specifically eClinicalWorks
- 2014 William Paterson University Russ Berry Institute National Sales Competition semi-finalist

Experience

Start Corporation, Compliance Coordinator (October 2017 – present)

- Manages quality assurance and quality improvement programs of Start Corporation's Federally Qualified Health Center
- Conducts monthly audits of client records to measure performance
- Effectively presents FQHC program report to the Board of Directors
- Plays an integral role in coordinating FQHC expansion efforts and trainings
- Collects, completes, and submits data related to compliance and quality assurance to the proper funding agencies
- Works closely with leadership team for grant submissions and electronic handbook management
- Troubleshoots and assists with many technical issues related to clinic operations

Wraparound Services of Southeast Louisiana (Ascent Houma), Office Manager (December 2014 – October 2017)

- Played a fundamental role in managing a 501(c)(3) nonprofit organization of 40 employees, while also making integral decisions as part of a leadership team
- Effectively communicated information between a multi-office organization
- Realized demanding due dates weekly
- Worked heavily within Microsoft Excel to oversee quality assurance and data integrity
- Oversaw the office-wide implementation of a web-based electronic health record filing system
- Coordinated staff and community-based events

Sonnier Vision Center (February 2013 – October 2014)

- Acquired experience in customer service necessary to run an office
- Efficiently operated hi-tech machinery to ensure office proficiency
- Gained the ability to manage inventory effectively
- Improved and built positive relationships with potential customers and other businesses

Grace Lutheran Early Childhood Center (July 2011 – December 2012)

- Learned to solve problems quickly and efficiently
- Developed management skills required to oversee multiple people under unpredictable circumstances
- Communicated concepts appropriately and clearly

Terrebonne Parish Consolidated Government (2008 – present)

- Acquired the skill to perform well under high-pressure situations
- Learned to create innovative solutions to quick-arising problems
- Developed the skill of creating schedules for multiple employees
- Obtained the ability to communicate effectively with higher level management to ensure productive operations