

Shawny Burgard

shawnyneil@gmail.com | 985-856-3937

1323 Dr. Beatrous Rd., Theriot, LA 70397

SKILLS

- Customer relations
- Information protection
- Performance improvement
- Decision making
- Detail oriented
- Time management

EXPERIENCE

Spa Associate

Allons MediSpa – Houma, LA | December 2019 - Current

- Assisted customers with sales and service needs.
- Helped team handle high-volume work by prioritizing tasks and organizing supplies.
- Developed solid relationships with staff, customers, and vendors.
- Protected company and customer data by consistently following company and HIPPA policies.
- Kept all areas clean, organized and in line with company professional standards.
- Enhanced customer satisfaction with fast, knowledgeable service.
- Served customers by going above-and-beyond to offer exceptional support for all needs.
- Maintained full compliance with legal, health, and safety regulations.

Office Manager

Burgard Plumbing & Heating – Houma, LA | April 2018 - Current

- Supervised administrative staff, coordinating all hiring, training, and performance management.
- Resolved employee performance problems by tracking down root causes and retraining or offering guidance through difficult situations.
- Preserved customer loyalty by quickly and completely resolving complaints.
- Covered daily office workloads through effective staffing and resource coordination.
- Empowered employees to independently resolve problems and disputes.
- Motivated employees to continuously grow knowledge and enhance abilities.

Director of Laser Vision & Cosmetic Services

Advanced Eye Institute / Blink Med Spa – Houma, LA | February 1999 - April 2018

- I was responsible for building the laser vision correction part of the practice. We started with zero procedures in 1998 and by April of 2018 had performed well over 12,000 (this is not covered by insurance). This included, but not limited to, advertising, patient consultations, training of the proper staff, and more. I was an integral part of helping to coordinate the building of the practice's second location which is in Houma (the main location is in Thibodaux). Once the Houma Office was complete in April of 2001 this became my primary location. I was responsible for all of the employees and doctors schedules and procedures for this office. We opened Blink Med Spa within the practice in November of 2009. This was a great avenue to stream extra revenue without depending on insurance. I was responsible for all of the

operations for Blink. My main goal every day was and always will be "Customer Service". I strive to make each and every patient feel like family. I had many other responsibilities that I will be happy to discuss further in person.

EDUCATION

Respiratory Therapy Technician

California College for Health Sciences (Chabert Medical Center) | Houma, LA | December 1993

General Studies

Nicholls State University | Thibodaux, LA

Completed four semesters

High School Diploma

Vandebilt Catholic High School | Houma, LA | May 1990

RETURN TO:

DATE: August 18, 2020

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 Shawny Marmande Burgard.
(Name)

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

1323 Dr. Beatrous Rd. Theriot, LA 70397
985- 856- 3937

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

- A. Applicant has maintained their primary residence in the Parish of
Terrebonne at 1323 Dr. Beatrous Rd. Theriot, LA 70397
(current address)
for 22 years.
(number of consecutive years)
- B. Applicant resides in and is a registered voter of council district number
7.
- 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 Rec. Modernization Task Force
(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 Rec. Modernization Task Force.
(Name of Board/Commission)
- G. Applicant is aware of the meeting requirements of Rec. Modernization Task Force
(Name of Board/Commission)
- H. Applicant shall be a Terrebonne Parish registered voter.

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

Shawny M. Burgard
(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