



Internal Memorandum

Elected Officials - Executive
Mayor-President's Office (1200)

TO: Veronica Williams

DATE: August 29, 2022

FROM: Josh Guillory


SUBJ: **Keep Lafayette Beautiful Board**
Appointment of Julie Racca Koppie

I hereby appoint Ms. Julie Racca Koppie to the Keep Lafayette Beautiful Board. She will serve the remainder of a previously vacated two-year term expiring December 31, 2022. I would also like to appoint her to a new term through December 31, 2024.

Ms. Julia Racca Koppie's contact information is listed below:

Julie Racca Koppie
E. Fairfield Drive
Broussard, LA 70518
(337) 501-0520
jrkoppie@gmail.com

If further information is needed, please let me know.



Josh Guillory
Mayor-President

Attachments

Cc: Bess Foret
Cydra Wingerter



Josh Guillory
Mayor-President Maire-Président

August 29, 2022

Julie Racca Koppie
E. Fairfield Drive
Broussard, LA 70518

RE: Keep Lafayette Beautiful Board

Dear Ms. Koppie:

Thank you for accepting the appointment to the Keep Lafayette Beautiful Board. I am appointing you to serve a previously vacated two-year term and a new term ending on December 31, 2024.

Your participation is appreciated and will prove beneficial to the citizens of our wonderful parish.

Thank you again for your willingness to serve.

Warm regards,

Josh Guillory
Mayor-President

JSG:jm

c: Bess Foret

JULIE RACCA KOPPIE

E. Fairfield Drive ~ Broussard, Louisiana 70518
(337) 501-0520 ~ jrkoppie@gmail.com

OBJECTIVE

To work towards achieving the greater success in my career through hard work, consistency and the ability to work with others to achieve organizational goals, aims and objectives.

SKILLS

- Good communication both written and oral
- Strong leadership and organization skills
- Excellent customer service
- Motivated and reliable
- Responsible for completing all tasks assigned in a timely manner

PROFESSIONAL EXPERIENCE

2020-Present

Coca-Cola United, Lafayette, Louisiana

Office Manager

- Carry out supervisory responsibilities such as hiring and training associates, performance appraisal, planning and directing work
- Provide reporting for petty cash reconciliation, accruals, journal entries, pricing corrections, tax refunds
- Manage internal audit guidelines for facility
- Lead The Dore More Team in successful community partnerships

2020-2020

Coca-Cola United, Lafayette, Louisiana

Sales Administrative Assistant

- Creates PowerPoint presentations with pertinent information and sales goals for the local sales teams
- Responsible for various administrative duties such as tracking coupons, ordering and preparing point of sale materials, maintaining office and sales calendars and pricing input for customers
- Performs truck dispatch duties in a relief capacity

2018-2020

Coca-Cola United, New Iberia, Louisiana

Route Processor Administrator

- Settles routes efficiently and accurately while being compliant with company audit guidelines
- Compiles spreadsheets of daily reports and creates nightly deposits
- Keeps up to date with key customer accounts

2006-2018

Zoosiana-Zoo of Acadiana, Broussard, Louisiana

Guest Services Manager

- Maintain optimum inventory levels through daily monitoring of supplies while initiating and developing contact with vendors
- Update and expand client database while improving rapport by providing opportunity for feedback
- Verify and record daily deposits
- Responsible for planning and managing employee hourly schedule as well as coordinating employee event schedule

EDUCATION

- **Bachelor of Science in Business Management**, University of Louisiana at Lafayette, Lafayette, LA

COMPUTER SKILLS

Microsoft Excel, Microsoft Word, Microsoft Power Point, Microsoft Outlook, Microsoft Access, QuickBooks, SAP, UXT