

PARISH PLANNING AND ZONING
COMMISSION

RESUME LIST:

Jennifer Bullard

David W. Laughlin

no incumbent submission

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Jennifer Bullard

Bayou Tortue Rd.

Broussard, LA 70518

January 23, 2024

Veronica L. Arceneaux

Clerk of the Council

P.O. Box 4017-C

Lafayette, LA 70502

BCLafrayette@LafayetteLA.gov

To Whom It May Concern:

My name is Jennifer Bullard and I am submitting my resume for the volunteer vacancy which exists on the Lafayette Parish Planning and Zoning Commission.

My career in project management has given me numerous experiences and skills that could contribute to the Planning and Zoning Commission. I have pulled various types of permits ranging from: Building, Sign, Right of Way, and Blasting/Abandonment. I have pulled permits in multiple flood zones including on the water (Flood Zone VE). I worked on projects in Residential, Commercial, Amusement Parks, Stadiums, Government Buildings, etc. I learned about properly planning based on the state of the land, the zoning/surrounding area, the accessibility to the property, the environmental impact, the needs of the public, community buy-in, etc. The Flood Maps on Fema.gov, the information from the Property Assessor's website, any official geotechnical evaluations, and the Parish Ordinances are my primary sources of information when evaluating property.

Thank you for taking the time to review my resume in consideration for the volunteer vacancy for the Lafayette Parish Planning and Zoning Commission.

Sincerely,

Jennifer Bullard

Enclosure: Jennifer Bullard Resume

Jennifer Bullard

Broussard, LA

A position, with my skills and passion, that provides a service for the Lafayette Parish community.

Work Experience

Administrative Supervisor / Spare Parts Coordinator

AGI Industries - Lafayette, LA

June 2023 to Present

Duties consist of: office and project management responsibilities – coordinating Spare Parts Lists, sending Request For Quotes, creating Vendor Data Books, managing the Quote Log, administrating Project Management Software, assisting document control, planning events, participating on the Wellness Committee, etc.

Project Manager Assistant

Precision Tech LLC - Broussard, LA

September 2021 to January 2023

Duties consisted of: project management and office administration; responsibilities – requested>obtained>marked-up> and submitted vendor data (GA, IOM, MTR, COC, etc.), created Vendor Data Books, document control, created VDRLs, uploaded invoices to spend management software, on-boarded new projects, projected Vendor Data submittal dates, tracked shipments, participated in Project Management meetings, communicated with other departments for updated information regarding the project, maintained the Master List of Projects, etc.

Business Analyst/Office Administration

Bullard Enterprises - Pensacola, FL

August 2005 to August 2021

Duties consisted of: business analysis and office administration; responsibilities - business opportunity evaluation, scheduling, faxing, clerical duties, data analysis, booked travel arrangements, data entry, etc.

Project Coordinator

Awning Works Inc - Clearwater, FL

April 2019 to November 2020

Duties consisted of: project management responsibilities – evaluated/on-boarded projects, corresponded with salespersons & clients regarding the project, participated in PM meetings (typed minutes), filed Building / Sign / Right Of Way permits, corresponded with municipalities, obtained Request For Quotes from subcontractors & vendors, created Purchase Orders for subcontractors & vendors, submitted/tracked engineered drawings, shipped paint/fabric samples, created transmittal letters, coordinated/scheduled surveys & processed survey paperwork, tracked production hours for job costing/bidding evaluation, tracked project milestones, tracked deliverables, closed-out projects to turn over to finance,

created PowerPoint presentations, acted as a liaison between departments, maintained the Master List of Projects, etc.

Budgeting Manager/Sales/Customer Service

BRMS - Saint Petersburg, FL

January 2018 to April 2019

Duties consisted of: product sales; responsibilities - contacted potential clients to inform them of the programs offered, identified the customer's needs, found the best program to fit their budget, applied discounts, negotiated payment terms, closed sales, telemarketing, assisted in training, etc.

Office Manager

Welenco, Inc - Bakersfield, CA

July 2012 to September 2013

Duties consisted of: office management and cash-flow management; responsibilities - accounting (A/P, A/R, etc.), payroll, human resources, scheduling, Worker's Compensation, payment negotiations, balanced books, prepared audit paperwork, project management, filed blasting permits, account reconciliation, travel arrangements, Certified Payroll, managed COIs, etc.

Education

Bachelor of Arts

Nicholls State University - Thibodaux, LA

Diploma

Lafayette High School - Lafayette, LA

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David W. Laughlin
Hutchinson Rd.
Duson, La 70529

Position applying for – **Lafayette Parish Planning and Zoning Commission.**

Personal: Resident of Lafayette Parish since 1994, moved to Duson, La. In August 2023. Married to Marian Laughlin. We have four children and four grandchildren. Hobbies include spending time with family and friends, political involvement and support, cooking, hunting, and volunteering.

Work Experience: I do consult work for the Oil & Gas, Petrochemical, Construction, Sustainable Energy, and Manufacturing Industries. Areas of focus are Environmental/Regulatory Compliance, Quality, Safety, Process Improvement, and Professional Development.

A vast amount of insight has been obtained from working with various industries that include small family-owned companies to large corporations.

In addition, I have a few rental properties in Lafayette Parish.

I plan to bring my experience and knowledge to the Lafayette Parish Planning and Zoning Commission if selected.

Industry Service: I have been actively involved with the following organizations.

- **American Society for Quality (ASQ)**- *Past Treasurer Chapter 1423 2021-2022*
- **American Society for Quality (ASQ)**- *Past Secretary Chapter 1423 2018-2021*
- **Carville Community College**- *2009-2019 Advisory Board Member, Vice Chair*
- **Association of Energy Service Company (AESC)**- *S. Louisiana Chapter Chair 2007-2009*
- **Association of Energy Service Company (AESC)**- *Member 2004-2009*
- **Louisiana Oil and Gas Association (LOGA)**- *Past Member*
- **Gulf Coast Safety Training Group (GCSTG)** -*Member 2004-2016*
- **Service Transmission Exploration Production Services (STEPS)** -*Member 2014-2017*
- **EXXON Workover Safety Steering Team (WSST)**- *Past Member 2004-2011*
- **American Society for Safety Engineers (ASSE)**- *Past Member 2007-2009*

Political Service: I have also been actively involved in volunteering and supporting the Republican party in addition to Industry service items previously listed.

Areas of service include but not limited to the following:

- **Poll Commissioner**- *Served for the 2022 and 2023 Elections*
- **Acadian Republican Women's (ARW)**- *Associate Member Assist with events throughout the community 2020-2023*

- **Jeff Landry Alligator Hunt-** *Volunteer 2021 and 2022*
- **Acadian Patriots-** *Cooked for April meeting 2022*
- **Clay Higgins-** *Redemption Ride volunteer 2021 and 2022*
- **Jeff Landry-Multiple Event(s)** *Volunteer 2023*

Community Service: In addition to Industry and Political service, I also enjoy serving in the community.

Areas of service include but not limited to the following:

- **Duson Volunteer Fire Department-** *Volunteer starting in 2023*
- **Parish Proud-** *Volunteer cleanup throughout community 2023*
- **American Legion Post 69-** *Cooked for Veterans Day event in Lafayette 2022*
- **American Legion-** *Cooked for 3rd District Fall Conference in Lafayette 2022*
- **The Bayou Crew-** *Community Service Volunteering 2021-2022*
- **Volunteer Meal and Community Service Team** *-Lafayette Christian Academy 2008-2019*
- **TreesAcadiana-** *Past volunteer multiple events*

Benefits and Cookoffs: In addition to Industry, Political and Community service, I also enjoy cooking for local events that benefit charities and community efforts.

Several local events include:

- **Family Life Church-** *Men's Wild Game Cookout 2023*
- **1st Annual Truck Show for-The Way Training Center-** *Jambalaya Cookoff 2023*
- **Broussard Chamber-** *Jambalaya Cookoff 2022 & 2023*
- **Branch Fire Department-** *Chili Cookoff 2022 & 2023*
- **Ducks Unlimited-** *Gumbo Cookoff 2023*
- **Mendoza Ford (Vermillion Parish Schools)-** *Anything over Rice 2023*
- **Family Life Church-** *Wild game Cookoff 2023*

If selected to serve, I plan to be actively involved in assisting the Lafayette Parish Planning and Zoning Commission team in their responsibilities and efforts as required.

Sincerely,



David W. Laughlin