

Jessica Shirey

Hammond, LA 70401

Greetings! My name is Jessica Shirey. I am an enthusiastic and motivated proprietor and property owner in a thriving community. I believe in contributing both time and fiscally to local charities. My personal goal is to be the best asset to whatever organization or project of which I am a part.

Experience

Hammond Historic Commission

October 2015-Present

- Appointed by Mayor Pete Panepinto
- sitting member of monthly meetings
- familiarity of the guidelines set forth
- continued education regarding historic preservation

Commercial and Residential Property Owner/Landlord

June 2014-Present

- owner of several residential properties
- owner of a historic commercial building within the historic district of downtown Hammond
- overseer of historic renovation of my own property
- maintain and preserve properties

Dental Hygienist

May 2005-Present

- Although not currently in practice, licensure is up-to-date in the state of Louisiana

Education

Louisiana State University – School of Dentistry

2003-2005

- Bachelor of Science in Dental Hygiene

Southeastern Louisiana University

2001-2003

- Prerequisites required for Louisiana State University – School of Dentistry
- Science, Chemistry, Anatomy, Physiology and Microbiology

References

- Upon Request

- Cleaned patient's teeth to remove plaque and tartar buildup and prevent tooth decay and gum disease.
- Enhanced patient experience by building rapport, addressing concerns, and explaining procedures in a professional manner.
- Sterilized equipment to keep dental tools clean and safe for use, reducing risk of infection.
- Tailored individualized periodontal maintenance programs for patients suffering from gum disease or other related concerns.
- Participated in continuing education courses to stay current on industry best practices and emerging technologies within the field of dental hygiene.

EDUCATION

Associate of Science: Prerequisites For Dental School
Southeastern Louisiana University - Hammond, LA

05/2005


Bachelor of Science: Dental Hygiene
Louisiana State University School of Dentistry - New Orleans, LA

HISTORIC PRESERVATION

Upon completion of restoring my own historic building within the historic district, I was appointed to the Historic District Commission for the city of Hammond, LA in 2015. As a commissioner, I continue to educate myself through seminars, webinars and conferences annually to remain up-to-date on standard practices of historic preservation, methods of repair/renovation, guidelines and legal processes at local, state and federal levels. Also, as a commissioner, annual ethics training is required.

JESSICA SHIREY

Hammond, LA 70401



PROFESSIONAL SUMMARY

Proven leader with a track record of enhancing operational efficiency and customer satisfaction. Skilled in decision-making and team leadership, adept at driving process improvements and maintaining strong client relationships. Achieved significant business growth by leveraging sound judgment and capital pursuit expertise. Talented businesswoman with excellent marketing, customer service and oversight skills and more than 20 years of experience. Highly effective and comfortable working with people at all levels in organization.

SKILLS

- Capital pursuit
- Decision-Making
- Team Leadership
- Effective leader
- Process Improvements
- Sound Judgment

WORK HISTORY

02/2015 to Current

Owner

Lady Phoenix Rising, LLC & Perkshire, LLC – Hammond, LA

- Manage day-to-day business operations.
- Develop and maintained strong relationships with clients, resulting in repeat business and referrals.
- Oversee daily operations, ensuring all tasks are completed accurately and efficiently by team members.
- Increase customer satisfaction by implementing efficient business processes and providing exceptional service.
- Manage financial aspects of the business, including budgeting, financial reporting, and tax preparation.
- Hire, train, and manage a high-performing team of employees dedicated to achieving company goals.
- Successfully navigate challenging economic conditions by making informed decisions that protected the business's financial stability.
- Monitor market conditions to set accurate product pricing and take advantage of emerging trends.

09/2005 to 02/2015

Dental Hygienist

Albany Dental Care – Albany, LA

- Maintained up-to-date patient records, including medical histories and treatment plans, to facilitate accurate diagnoses and tailored treatments.
- Educated patients on proper brushing and flossing techniques to promote long-term oral health.