1153 Southlawn Boulevard　　　　(504) 296-8331
New Orleans, Louisiana 70114

Scott E. Williams

Objective	Seeking an entry level position with an excellent employer with the opportunity for growth and development in a career

Experience

July, 2016 to Present　　　Gail Williams & Associates Risk Management Consulting, LLC, Terrytown, LA

Administrative Assistant
- Prepare Policy Schedules and Update
- Track Flood Renewals and Flood Policy Changes

October, 2009 to September, 2015　Sigma Consulting Corporation, Metairie, LA

Technical Administrator
- Data Entry of Time Reports for two employees
- Run errands as requested by Management
- Update and maintain Expiration Lists for Property & Casualty Policies and Flood Policies
- Handle renewal of all Flood Policies including entering data into A-1 Policy Tracker System
- Every day maintenance of Copy Machine

2000, Summer　　　　　Twin Tire Company　　　　　Harvey, LA

Runner
- Picked up and delivered parts to and from various Auto Parts Stores and Auto Dealerships
- Transported customers to their place of employment
- Ran any errands as requested by employer

Held various jobs while attending College prior to Hurricane Katrina
Worked in the flooring business as an installer, odd jobs for a plumbing company, and runner for an Auto Parts Store

Relocated to Florida following Hurricane Katrina – returned to Louisiana to complete my college studies

Education	1987 – 2000	West Jefferson High School	Harvey, LA
		Diploma	

	2000 to 2008	Delgado Community College	New Orleans, LA
		Associate Degree in General Studies	

Fall, 2016   Louisiana Insurance Academy – completed course and obtained Pre-Licensing Certification

March, 2017   Licensed Property & Casualty Insurance Agent – LA

Interests

Video Games, Sports, Meeting people

References

Dennis Richard, Jr, – Twin Tire Company
Telephone: (504) 367-8685

Kathleen Smith – Former Employer - The Pan American Life Insurance Group
Telephone (504) 484-7116

Christian Chauvin – Alliant Americas
Telephone: (504) 481-9205

Donald Schrieffer – Publix Grocery
Telephone: (850) 226-6766