

# Stacey Long

Ash Grove, MO 65604

[staceylong54\\_r9a@indeedemail.com](mailto:staceylong54_r9a@indeedemail.com)

+1 573 795 1635

## Professional Summary

---

- Experienced with putting together fundraisers and organizing marketing events for sporting events.
- Head Track & Field Coach and Assistant Girls Basketball Coach.
- Volunteer Coach for youth Baseball, Basketball and Football.
- Great people skills, able to communicate/ work well with people in a variety of settings and all ages.
- Speak well in front of large or small groups of people.
- Know how to communicate with ASL (American Sign Language) but am not fluent.

Authorized to work in the US for any employer

## Work Experience

---

### **Volunteer Coach**

Mighty Might Football

September 2023 to Present

SPARC

- Volunteer Coach 03/2020 - 07/2024
- Coaching Youth Baseball
- Coaching Youth Football

### **Office Manager**

Robinson Fence Company-Springfield, MO

April 2021 to January 2026

My responsibilities are but not limited to assisting in paying bills; doing weekly payroll checks for hourly, salaried and 1099 employees; follow prevailing wage requirements, put together AIA pay apps for monthly billings, submit certified payroll reports to General Contractors weekly for prevailing wage jobs, managing schedules, vacation/sick leave hours, posting job openings, scheduling interviews, doing required HR paperwork for new hires, w-4's for state and federal taxes, doing e-verify from I9 forms for all new hires, making sure new hires understand when they are eligible for vacation, health benefits, and retirement accounts as part of their employee benefits, invoicing residential and commercial customers; collections for residential and commercial customers; insure all office supplies are ordered and kept in stock at all times. Verify we have all 1099 employees COI's on file, assure all w-9 employees have OSHA 10 certification.

### **Volunteer Coach**

Marucci Midwest Baseball

January 2024 to July 2024

### **CSR - Customer Service Representative**

GLS Insurance Group-Springfield, MO

August 2020 to April 2021

Act as a liaison, provide product/service information, answer questions, and resolve any emerging problems that our customer accounts might face with accuracy and efficiency. Assist customers with payments, renewals of policies and help with filing claims. When it's time for renewal work to make sure customers have the coverage they need at the best value

### **Office Manager**

Prosperity Financial Group-Springfield, MO

August 2017 to July 2020

My responsibilities are but not limited to paying bills with company credit card or business bank acct; buying/ maintaining office supplies with company credit cards; setting up job listings for potential new employees, getting new hires business cards designed and ordered; supervising employees to make sure they are on time and doing what is in their job description, reviewing and submitting bi-weekly time sheets; making sure payroll is sent to employees either by direct deposit or check bi-weekly; entering all banking/credit card expenses each month into Quickbooks; respond to all correspondence or inquiries via telephone; e-mail and mail, contacting clients to schedule quarterly reviews; handling all incoming and outgoing mail; opening all client accounts (Traditional and Roth IRA's, Joint TOD, Trust, UTMA's, and all other accounts); create, update and maintain all electronic and paper documents for client profiles; welcoming all clients upon arrival for appointments, distributing funds to clients when requested; making sure RMD's are met for all clients each year; closing accounts when clients leave. Was laid off due to Covid.

### **Umpire**

SPRINGFIELD-GREENE COUNTY PARK BOARD-Springfield, MO

January 2019 to June 2020

Umpire for co-ed and men's league slow pitch softball

### **Marketing & Sales Representative**

Mid-West Family Broadcasting

December 2016 to August 2017

· Partner with local businesses to plan and produce clients' growing marketing campaigns. Write strategic ad copy that captures listener mind share. Helping good local businesses become great local brands.

### **Personal Banker**

US Bank-Springfield, MO

October 2015 to December 2016

Assisting customers personal and businesses with opening checking, savings accounts, safe deposit boxes, help with refinancing home loans, put in home equity lines and loans, auto loans, credit card applications, and help with all other questions and concerns customers have regarding their financials.

◦ Received a Bronze Award

### **Sales Associate**

Champs Sports-Tucson, AZ

November 2011 to June 2016

Assisting costumers with their sports shoe and apparel needs, if not able to assist I direct them to someone who can better assist with their personal needs. Help with cashing out customers, do online orders, and get ordered items for the customs. Assist customers with returns and check product to make sure it is in good shape, that they have the receipts for items, and get the proper assistance for the customer if unable to assist on my own. Help restock and clean up the store at closing and opening. At close help with verifying cash registers and cash drops.

### **Universal Banker**

US Bank-Springfield, MO

September 2014 to October 2015

Assisting customers with opening checking, savings accounts, safe deposit boxes, help with refinancing home loans, put in home equity lines and loans, auto loans, credit card applications, and help with all other questions and concerns customers have regarding their financials.

- As a universal banker I also work on the teller line helping to assist the customer's in making deposits, withdrawals, payments and getting cashier checks, money orders and temporary checks.
- Received the 2015 - Second Quarter Star of Excellence

### **Assistant Basketball Coach**

Pueblo Magnet High School-Tucson, AZ  
October 2013 to June 2014

Holding practices, making workouts for the Junior Varsity team, make sure score book is ready for all games, coach JV games and help with coaching Varsity games, organized and promoted fundraisers and make sure grades are good for all athletes.

### **Long Term Substitute Teacher**

Tucson Unified School District-Tucson, AZ  
January 2012 to June 2014

Go to different High Schools within the district and substitute for classes that need coverage.

- Work primarily at Pueblo Magnet High School for two years in the Exceptional Education Department co-teaching inclusion classes: Essential Math, Essential Global Issues, and Essential Health.
- Worked for one semester at Cholla Magnet High School in the Exceptional Education department with students who have Autism, along with other disabilities, and helping wherever else needed on a day - to - day basis.

### **Head Girls Track & Field Coach**

Pueblo Magnet High School-Tucson, AZ  
January 2012 to June 2014

Duties and responsibilities are but not limited to:

\* Holding practices, making workouts, making sure athletes are registered for events at each meet, make sure the school is signed up for invitational, make payments for invitational, keep the online score book up to date, organized and helped promote fundraisers, and keep an eye on my athletes grades.

### **Internship**

St. Joseph Mustangs-Saint Joseph, MO  
May 2010 to August 2010

- Merchandising Manager
- Ordered and stocked all merchandise to help with marketing and promoting of the St. Joseph Mustangs.
- Field Promotions
- Helped with promotions in-between innings.
- Dizzy Bat Race
- Frozen T-Shirt Contest
- Signed (ASL) The National Anthem before each home game.
- Helped with ticket sales

### **Work Study Student**

NW Student Recreation Center-Northwest, Missouri, US  
August 2008 to May 2010

Northwest Missouri State University

- Student Recreation Center 08/2008 - 05/2010
- Intramural Sports

- Softball Official, Softball and Flag Football supervisor.
- Desk Attendant
- Distribute equipment and made sure people were properly checked into facility.

### **Timothy Jones "Representative of Eureka**

Missouri State Capital-Jefferson City, MO

January 2009 to May 2009

Missouri"

- Called Constituents
- P.R. for activities/ events/ guided tours
- Filed Bills/ Amendments
- Tracked bills
- Attended Committees
- Attended Session

### **NCC (National Communication Coordinator)**

Residence Hall Association-Northwest, Missouri, US

May 2007 to May 2008

State University at National and Regional level conferences.

\* Work with my team to market and promote campus activities.

## Education

---

### **Autism Spectrum Disorders (Master's Program (no degree))**

Missouri Western State University-Saint Joseph, MO

August 2010 to May 2012

### **Speech Communication (Bachelor of Arts)**

Northwest Missouri State University-Maryville, MO

August 2010

### **Bachelor's degree**

## Skills

---

- Event Planning
- Event Marketing
- Teamwork
- Branding
- Expense management
- Finance
- Salesforce
- Interviewing
- Networking through strategic partnership building
- Office equipment management

- Mentoring
- Higher education teaching
- Content writing
- Recruiting
- Commercial insurance policies
- Training & development
- Accounting software
- General ledger accounting
- Working with middle schoolers
- Relationship building
- Fundraising
- Staff supervision
- Editing
- Supervising experience
- Teaching
- Microsoft Outlook Calendar
- Employee training
- Accounts Payable
- American Sign Language
- QuickBooks
- Office maintenance scheduling
- Coaching
- Special Events
- Youth services
- Sports Coaching
- Presentation software
- Content editing
- Computer operation
- Accounts payable and receivable management
- Team development
- Sports coaching
- Event coordination
- Google Docs
- Program development
- Staff training
- Organizational skills
- Invoice processing
- Media relations
- Managerial strategic planning
- Office management - Office management experience (6-10 years)

- Payroll processing
- Administrative experience
- Working with high schoolers
- Filing
- Research
- Working with people with disabilities
- Phone communication
- Dropbox
- Regulatory compliance
- Coordinating office moves - Office moves coordinated (2-3 moves)
- Autism Experience
- Employee evaluation
- Accounting and finance experience
- Zoom
- School experience
- Compliance audits & assessments
- Budgeting
- Developing staff training programs as an office manager - Staff training programs developed as an office manager (1 program)
- Client relationship development
- Sales Experience
- Quality control
- Accounting
- Human resources - Human resources experience (6-10 years)
- Journalism
- Bookkeeping
- Account Management
- Operations management
- Outbound calling
- Staff development
- Quality assurance
- Personnel management in education
- LIHTC
- Nonprofit management
- Strategic partnerships
- Analysis skills
- Time management
- Public Relations
- 3PL
- Construction
- Community engagement

- Childhood development
- Public speaking
- Office supply management
- Typing
- Tutoring
- SharePoint
- Team management
- Medical coding
- Direct sales
- Special education
- Managing customer accounts
- Customer complaint resolution
- Payroll
- Mental health and behavioral care
- Data analysis skills
- Computer literacy
- Wills, trusts, & estate law
- Managing budgets as an office manager - Largest budget managed as an office manager (\$1-\$100,000)
- Attention to detail
- Microsoft Excel
- Conflict management
- Writing skills
- Front desk
- Microsoft Powerpoint
- Marketing
- Financial Services
- Events Management
- Risk management
- SQL
- Accounts receivable
- Lesson planning
- Word processing
- Safe work practices
- Computer skills
- Databases
- Microsoft Word
- Schedule management
- Property casualty insurance
- Leadership
- Experience in non-profits

- Sports
- Payroll tax
- Task prioritization
- Project management
- Banking
- Management
- IT
- Baseball
- Negotiation
- Office activity coordination
- Team motivation (leadership skill)
- Merchandising
- Managing teams as an office manager - Largest team managed as an office manager (6-10 team members)
- Algebra
- Employment & labor law
- Microsoft Outlook
- Microsoft Access
- Special Education
- Adobe Creative Suite
- Employee onboarding
- Inventory management
- Customer relationship management
- Team leadership
- Google Calendar
- Customer service
- First aid
- Office record organization
- Payment reconciliation
- Microsoft Office
- Financial software
- Commercial insurance knowledge

## Languages

---

- English

## Certifications and Licenses

---

### **Substitute Teaching Certification**

January 2026 to January 2030

## **Property and Casualty License**

March 2021 to March 2023

## **Driver's License**

## **First Aid Certification**

## **AED Certification**

## **F Endorsement**

## **Certified Notary Public**

## Groups

---

### **Kiwanis - Downtown Springfield Club**

May 2019 to October 2024

Helping the community to raise awareness about underprivileged and disadvantaged youth.

Organizing slow pitch softball tournament, making flyers and getting teams to play to help raise money for our baseball camp that is for kids from the Boys and Girls Club and is 100% free to them.

o Treasure 06/2019 - 9/2022

o Co-Treasure 10/2022 - 10/2024

o President Elect 10/2022 - 10/2024