

KYLE JOHNSON

Hammond, LA 70401 | 985-
nail.com

To contribute to the City of Hammond by serving on the Hammond Municipal Fire and Police Civil Service Board and to continue to contribute to Hammond's quality of life through community service.

Experience

2010 - PRESENT

OFFICE MANAGER, DOUG JOHNSON STATE FARM

- Respond to all inquiries for insurance availability, coverage, eligibility, pricing, and policy changes
- Provide excellent customer service when educating customers about insurance options
- Responsible for developing new customer leads and for serving new clients – application processing, claims filing, billing
- Serve as liaison between clients and State Farm representatives concerning claims
- Help to process claims paperwork and required documentation
- Assist clients when changing insurance terms or adding/removing insured properties or items

Education

2005 - 2010

BACHELOR OF SCIENCE, LOUISIANA STATE UNIVERSITY

EJ Ourso College of Business
Baton Rouge, LA

2001 - 2005

HS DIPLOMA, ST. THOMAS AQUINAS REGIONAL CATHOLIC HIGH SCHOOL

Hammond, LA

Skills

- Creativity
- Leadership
- Organization
- Problem Solving
- Team Work

Past Community Service

Member of STA Alumni Association | Hospice Gala Committee | Hammond-Ponchatoula Sunriser Rotary Club | Volunteer for High School Basketball Sweet 16 and State Championships