

Camille Kyte

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CAREER PROFILE

Seeking growth and development in the work field allowing me to utilize my current skills in risk management

EDUCATION

Georgia State University

Atlanta, GA

Expected Graduation: May 2008

Major: Bachelor's of Business Administration: risk management

Financed 100% of college education

Relevant coursework:

Risk Management, Life Insurance, Property and Liability Insurance, Insurance Operations, Employee Benefits, General Accounting, Finance, Strategic Management, Economics, Human Communications, Computer Information Systems, General Management

FUNCTIONAL SUMMARY

- Accurate and dependable in a multi-deadline, pressure-oriented environment
- Enthusiastic, team-oriented, with a high-degree of initiative
- Reputation for dependability and credibility
- Strong written, oral communication, and listening skills
- Strong problem solving ability
- Computer skills Microsoft Office/XP: Word, Excel, PowerPoint, Access, Outlook, and refine analytical research skills

EMPLOYMENT

2006-Present

Maxum Specialty Insurance

Duluth, GA

Intern/Technical Assistant

- Perform various administrative work-answer/forward multi-line switch board phone calls, file daily paperwork, update customer database, do daily submissions, complete tasks for the various divisions within the specialty insurance group
- Provide support and assistance to Asst. Underwriter and Underwriters as needed. Provide training to new technical assistants regarding Company guidelines on underwriting and reviewing business as well as file set up and maintenance
- Primary responsibility - policy issuance and endorsements (working in surplus lines)

2005-2007

Helzberg Diamonds

Atlanta, GA

Office Associate

- Carefully examined selling/buying strategies for the proficiency in sales
- Perform various administrative work-managed accounts payable and accounts receivable, answer/forward multi-line switch board phone calls, file daily paperwork, update customer database, make daily deposits, train new employees, etc.
- Conducted daily inventory overseeing over \$1 million in items

2004-2005

The Mobile Solutions

Atlanta, GA

Sales Representative

- Carefully examined selling/buying strategies for the proficiency in sales
- Conducted store openings with other co-workers
- Trained new sales associates in the phone sales procedures

2004-2005

Bruster's Real Ice Cream

Smyrna, GA

Shift Manager

- Managed, maintained, and balanced \$100 - \$300 daily within the store operating times
- Mentored and trained sales associates in the food services procedures
- Provided excellent customer service

INTERESTS & SKILLS

Organizations: GSU Office of African American Student Services and Programs, Gamma Iota Sigma-Zeta Chapter (active member)

Volunteerism: Golden Harvest Food Bank Volunteers, Medical College of Georgia Hospital Volunteer

Credentials: ASLI designation (in progress)