

Kelly Johnson Guillot

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PROFILE

Over eighteen years of experience in a broad range of professional and managerial roles. Accustom to working in a fast paced environment where multi-tasking is critical and effective communication is essential. Highly motivated and possesses exceptional organizational and interpersonal skills. Demonstrates the flexibility and experience required to adjust in a rapidly changing and thriving environment.

PROFESSIONAL EXPERIENCE

Managing Director/EmPart Administrator Always In Mind, Inc. (A.I.M.)

**Feb. '12 – present
Thibodaux, LA**

- Ensures proactive monitoring and appraisal of employees.
- Facilitates daily operations of company by conducting audits of customer invoicing, supervising customer sales and identifying areas for positive improvement.
- Provides marketing and education of programs at 12 safety conferences per year.
- Generates direct sell, coordination, implementation and administration of corporate EmPart programs.

Assistant Director – Property Insurance/Risk Management Diocese of Houma-Thibodaux

**Sept. '07 – Feb. '12
Schriever, LA**

- Prepared departmental budget and processed payables/receivables.
- Initiated property, student accident and workers' compensation claims with corresponding providers.
- Maintained and updated property records for 39 churches and 13 schools.
- Conducted property inspections of diocesan church parishes and schools.
- Provided education on Risk Management policies and procedures.

Manager SNAP Fitness

**June '07 – Sept. '07
Houma, LA**

- Maximized marketing and initiated membership sales.
- Provided member orientation and program development.
- Trained staff for specified job responsibilities.

Customer Service/Sales Representative Always In Mind, Inc. (A.I.M.)

**April '06 – June '07
Thibodaux, LA**

- Excelled in customer service/sales of corporate employee safety programs as well as promotional/print products.
- Coordinated and secured reservations for company travel to 12 safety conferences.

Account Manager – Contract/Part-time Fitness Consultant - Contract Sterling Wellness Solutions

**Aug. '05 – April '06
Jan '04 – May '04
Crowley, LA**

- Provided coordination and implementation of corporate wellness programs.
- Scheduled and facilitated wellness screenings and consultations.
- Maintained communication with clients regarding progression of program.

EDUCATION

Bachelor of Arts – Kinesiology with emphasis in Health and Fitness Promotion Southeastern Louisiana University

**Dec. 1995
Hammond, LA**

Student Athletic Trainer - Women's Basketball and Men's Baseball.

Internship: Our Lady of the Lake Regional Medical Center-Health Promotions Dept.

12 credit hours in Masters of Education - Exercise Physiology/Sports Management University of New Orleans

**Spring/Fall 1997
New Orleans, LA**

Educational Research, Test and Measurement, Exercise Physiology and Exercise Lab Methods

REFERENCES

Available upon request