

# LouAnne Baxter

422 Canterbury Road  
Gainesville, GA 30504  
678.234.6286 • lucyjane\_13@yahoo.com

## SKILLS

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- Proficient in Windows, Word, Excel, PowerPoint, Internet Explorer, Adobe Photoshop, Quark Express
- Excellent typing (65+ wpm) and data entry
- Customer service

## EMPLOYMENT

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02/2007 to present

Specialize Transportation, Inc. Hoschton, GA

*Dispatch/Client Services*

- Co-ordinate with customers and drivers pick-up and delivery of antiques, medical machines and broker freight, Accounts Receivable, thorough accumulation of information for quotes

12/2006 to 02/2007

TRC Staffing, Gainesville, GA

*Administrative Assistant*

- Assistant to CPA, answer telephone, filing, scheduling appointments, data entry into QuickBooks for clients

06/2006 to 12/2006

Publix, Gainesville, GA

*Deli-associate*

- Serving customers, preparing orders, stocking product

03/1981 to 05/2006

Red Baron's Antiques, Sandy Springs, GA

- Began refinishing furniture, chandeliers, restoration of museum quality antiques
- Cover article Atlanta Journal Constitution, May 15, 1986
- Assisted in coordinating two-day bi-annual and tri-annual multi-million dollar auctions
- Inventory manager
- Client and owner services including correspondence, hotel and transportation arrangements and itineraries
- Site manager for two off-spring monthly auction houses including remodeling, working side-by-side with contractors and city/county officials (Gallery63/1997, King Galleries/1998, Queen's Garden/1999)
- Creative coordinator responsibilities including display, community events and advertising for above three stores
- Inventory manager, customer service, sales, staffing and Accounts Receivable for above three stores
- Portfolio available upon request

## EDUCATION

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Mercer University, Atlanta, GA

Berkmar High School, Lilburn, GA

## REFERENCES

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Pam & David Thomason  
1090 Belmont Place  
Braselton, GA 30517  
770.868.5529

Heather & Mark Swearingen  
3465 Water Cove Way  
Alpharetta, GA 30022  
678.566.3045

Kim & Gary Donlick  
11610 Boxford Place  
Alpharetta, GA 30022  
770.346.9766