

# LouAnne Baxter

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## 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 manufactured product, antiques, and broker freight, consolidation of LTL shipments for cost effective loads, accounts Receivable, thorough accumulation of information for quotes

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, both receiving, shipping and data entry
- 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)
- Customer service, sales, staffing and accounts receivable for above three stores
- Creative coordinator responsibilities including display, community events for above three stores
- Advertising producer responsible for photo-shoot set-up, photography, photo manipulation and layout for finish monthly flyer, postcard and mini-catalog for above three stores
- *Portfolio available upon request*

## EDUCATION

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Mercer University, Atlanta, GA  
Berkmar High School, Lilburn, GA

