

HELZAR BAXTER

To obtain successful and
productive position within
this company to help it be
successful

704-254-3121
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SR. PRODUCTION LEAD, McEntire Produce

March 2022- Current

- Lead daily activities assigned to meet productions and goals
- Ensure hourly employees take ownership of key measures such as safety and quality
- Utilize daily production reports to observe production cycles and trends

STAPLES, Receiving Clerk

June 2016- March 2022

- Experienced in working in high pressure, fast paced environment to ensure customer orders are received in a timely manner
- Skilled in replenishing stock, sorting merchandise and organizing shipments
- Proficient in using RF scanners, reading packing slips, and inspecting incoming products

ADMINISTRATIVE ASSISTANT, Catawba Community Care Home

August 2008- May 2022

- Recruited, hired, and trained an average of 25 employees
- Managed various general office duties such as answering multiple telephone lines, completing insurance forms, and mailing invoice statements to patients

ASSOCIATE IN SCIENCE

Art Institute of Charlotte

August 2016- October 2018

- Microsoft Office
- Management
- Self-Starter