

Contact

www.linkedin.com/in/lindsayhellan
(LinkedIn)

Top Skills

Office Administration
Quote Preparation
Technical Writing

Certifications

Lean Six Sigma White Belt
Certification
Prompt Engineering for ChatGPT
Lean Six Sigma Yellow Belt

Honors-Awards

Most Voted Project: Labweek 2019
Employee of the Quarter
Dean's List

Lindsay Hellan-Carter

Data Analysis, L&D, and Process Optimization Leader | Driving
Insights, Empowering Teams, and Streamlining Operations for
Success

Moultrie, Georgia, United States

Summary

I am an innovative leader with a progressive mindset, dedicated to equipping my teams with the tools to excel. Through effective communication and empathy, I articulate a compelling vision and cultivate an environment of continuous improvement. My expertise encompasses lean six sigma process optimization, data analysis, learning and development, program management, and operations oversight.

At the core of my leadership philosophy, I believe that a thriving workplace culture is grounded in the principles of integrity, open communication, emotional intelligence, and mentorship. I strive to integrate these values into my leadership approach.

I enjoy unraveling complex processes, delving into intricate data landscapes, and developing actionable strategies that bring ambitious visions to fruition. My passion lies in steering teams toward success while fostering a culture of innovation and achievement.

Experience

iScribeHealth

1 year 9 months

Training Manager

August 2022 - Present (1 year 4 months)

Remote

Healthcare Technology

Program Management

Learning and Development

Quality Assurance Specialist

March 2022 - August 2022 (6 months)

Remote

Quality Assurance
Document Control
Problem Resolution
Training and Development
Customer Success

Bryson Supply, LLC.
Office Manager
May 2021 - March 2022 (11 months)
Moultrie, Georgia, United States

Account Management
Customer Relationship Management
Vendor Management
Supply Chain Management
Accounts Payable, Receivable
Sales

ARUP Laboratories
5 years 10 months
Project Specialist II
August 2017 - May 2021 (3 years 10 months)
Salt Lake City, Utah, United States

Technical Operations
Information Technology
Integrated Oncology and Genetics
Anatomic Pathology

Operations Trainer
November 2016 - August 2017 (10 months)
Greater Salt Lake City Area

Customer Success
Support Services
Referral Testing
Exception Handling
Problem Resolution Specialists

Senior Client Service Representative
August 2015 - November 2016 (1 year 4 months)
Greater Salt Lake City Area

Famous Dave's of America

Training Specialist

October 2013 - May 2015 (1 year 8 months)

Midvale, Utah, United States

Education

University of Phoenix

Bachelor of Science - BS, Business Administration, Management and Operations · (2018 - 2022)