**OdetteCharon**



Coldwater, MI | 517.227.2076 | odettecharon@protonmail.com

Motivated, detail oriented, multi-tasker with exceptional organization and communication skills. Provides excellent customer service with patience and self-awareness. Performs well under pressure and practices adaptability.

Quality Assurance, Precision Measuring Tools, GD&T and tolerancing, AutoCAD, Inventor Software, Complex Problem Solving,

Cross-Departmental Collaboration, Customer Service, Teamwork/Team Player, Microsoft Excel, Microsoft Word, Microsoft PowerPoint

# PROFESSIONAL EXPERIENCE



**Meijer. May 2024 - Present**

**Curbside shopper | Cashier**

* Shop for customers groceries
* Take orders out to cars
* Scan items at register
* Run cash register
* Give great customer service
* Good time management for order times

**DoorDash**

**Delivery driver | Customer Service Sept 2019 – May 2024**

* Delivered goods and services to customers on time and in excellent condition.
* Utilized GPS to optimize routes and continuously meet estimated delivery times.
* Communicate with customer to keep them up to date with their order.
* Make sure orders are complete before delivering it to customer.

**Panel Processing,** Coldwater, MI

**CNC Machinist/quality control August 2020 - July 2023**

* Operate machine center
* Check parts with tape measure and calipers
* Tool changes
* Sanding
* Making offsets when needed

**RSB Transmissions,** Homer, MI

**CNC Machinist March 2020 – June 2020**

* Operate lathe
* Check parts with precision measuring tools
* Tool changes
* Metal deburring

**Putnam Machine Products,** Coldwater, MI

**CNC Machinist Trainee | Quality Technician September 2019 – January 2020**

▪ CNC Machine Setup in job shop.

▪ Quality Control of small batch jobs requiring precision measuring tools to verify tight tolerances.

**Meijer,** Coldwater, MI

**Bakery Clerk | Customer Service February 2019 - September 2019**

▪ Oversaw product rotation and stocking of bakery shelves and managed freezer inventory.

▪ Assisted customers with selection of special orders and confirmed accuracy of order.

▪ Willing to work unscheduled shifts on short notice.

**AutoZone,** Coldwater, MI

**Commercial Driver | Customer Service February 2018 – August 2018**

▪ 100% Ontime delivery of parts to shop mechanics.

▪ Perform customer service duties including answering phones, evaluation and approval of product returns, invoicing, cash register operation, provided product recommendations based on technical knowledge. ▪ Proactively checking shelf stock and replenishing as needed.

**Shell Gas,** Coldwater, MI

**Cashier August 2017 – October 2017**

▪ Responsible for accurate cash drawer, in store customer service, shelf stock and replenishment, cleaning.

**Great Clips,** Coldwater, MI

**Hair Stylist January 2017 – July 2017**

▪ Cut and style client hair.

▪ Customer service duties including appointment setting, checking in clients, answering phones, cash register operation.

**McDonalds,** Coldwater, MI

**Crew Trainer July 2015 – October 2016**

▪ Responsible for training new employees adhering to corporate training manual.

▪ Food prep, Order Entry, ensuring order accuracy at counter and drive-thru, cash register operation, cleaning.

# EDUCATION



▪ The Salon Academy, Coldwater, MI. – Cosmetology License **2016**

▪ Branch Area Career Center, Coldwater, MI – Computer Aided Drafting/Engineering Certificate **2010 - 2012**

▪ Coldwater High School, Coldwater, MI – Diploma, General Curriculum with Accounting classes experience **2008 - 2012** with Microsoft Excel