

MADELINE COBURN

madeline405@protonmail.com | 405-609-7228 | Norman, Oklahoma 73071

Summary

Ambitious individual focused on finding diverse and interesting work experience. Looking for a role where exceptional skills and enthusiasm will be highly valued.

Skills

- Friendly, positive attitude
- Driving and transportation
- Multitasking
- PPE use
- Customer service
- Flexible
- Route management
- Cargo handling
- Time management

Experience

Independent Contract Driver | GrubHub, Postmates, Doordash - Norman, Oklahoma | 12/2019 - Current

- Located and selected merchandise to verify against delivery specifications.
- Grouped and routed deliveries according to designated areas to maintain efficient delivery times.
- Handled merchandise in accordance with product handling standards.
- Operated with the highest level of safety by complying with state health mandates, and recommended procedures.
- Delivered orders to customer locations on time.

Independent Contract Driver | Instacart - Norman, OK | 08/2019 - Current

- Practiced clean and sanitary shopping with minimal product handling and used safety kits diligently, including face masks and hand sanitizer to protect customers and others.
- Organized 1-3 deliveries per hour by smoothly selecting and purchasing items.
- Satisfied customers with quick, accurate service under tight deadlines.
- Exceeded customer expectations consistently as evidenced by highest feedback ratings, frequent repeat customers and increasingly high tips.
- Cultivated close relationships with customers, built loyal clientele and went extra mile in deliveries, including doing no-contact delivery or helping older customers put groceries away.
- Bagged groceries carefully to keep products in perfect condition, separated fragile products and kept frozen and perishable foods cold or fresh.
- Completed pickup and shopping orders for customers across the Oklahoma City metro.

Photo Booth Operator | Powwow Portraits - Norman, OK | 05/2018 - Current

- Adjusted apertures, shutter speeds and camera focus according to combinations of factors, including lighting, depth of field, subject motion and exposure speed.
- Improvised photographic methods and techniques.
- Photographed special events, including Powwows, parties and Child portraits.
- Explained price and package details to customers.
- Collaborated with clients to guarantee satisfaction with photos.
- Oversaw maintenance of printers and photo processing equipment to deliver consistent functionality.

(album found in website linked below)

Political Canvasser | Field Works - Norman, OK | 03/2020 - 06/2020

- Exceeded signature goals through effective route planning, communication and persuasion.
- Worked in urban, suburban and rural areas (mostly parkinglots and storefronts) to gather signatures for Question 802- a bill that would expand Medicaid in Oklahoma.
- Worked throughout the campaign articulating key facts in hopes of persuading support of voters.
- Gained roughly 4000 signatures over a 6 week time period.
- Demonstrated self-reliance by meeting and exceeding workflow needs.

Education and Training

Norman High School | Norman | 03/2013

High School Diploma

Websites, Portfolios, Profiles

- www.shotbymc.wordpress.com