

Charles Mitchell

Danville, IN 46122

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Professional Summary

Results-driven administrative professional with 6 years of experience in various roles, including construction, hospitality, and healthcare. Proven skills in inventory management, customer service, and maintaining a clean and safe work environment. Possesses a GED and a driver's license.

Work Experience

Rental Car Cleaner

Enterprise-Indianapolis, IN

- Performed thorough cleaning and detailing of vehicles, including interior vacuuming, upholstery shampooing, and exterior washing
- Utilized specialized tools and equipment to remove dirt, stains, and debris from vehicle surfaces
- Cleaned windows, mirrors, and other glass surfaces for a streak-free finish
- Detailed vehicle interiors by wiping down surfaces such as dashboards, consoles, door panels, etc
- Performed quality checks on completed work to ensure adherence to company standards

Administrative Clerk

Westville Correction Facility-Westville, IN

January 2021 to December 2024

- Managed and maintained office supplies inventory, ensuring availability of necessary materials for daily operations

Hospice Aide

Westville Correction Facility-Westville, IN

January 2021 to January 2024

- Provided compassionate and personalized care to terminally ill patients in their homes, ensuring their comfort and dignity

Construction Worker

Union Laborers Local-Indianapolis, IN

January 2016 to January 2018

- Performed various construction tasks such as framing, roofing, and concrete work
- Maintained a clean and safe work environment by adhering to all safety regulations and protocols
- Safely operated power tools including saws, drills, nail guns etc. while following proper safety procedures
- Cleared debris from work areas regularly throughout each shift maintaining cleanliness standards at all times
- Dug trenches using shovels or excavation equipment following established guidelines

Education

GED

Indianapolis, IN

Skills

- Time management
- Administrative experience
- Car wash
- Customer service
- Driving
- Organizational skills
- English

Certifications and Licenses

Driver's License

Passenger Endorsement