

Cherie Chemeketa

5000 Lancaster Drive NE

Salem, OR 97305

Phone: (503) 555-5000

E-mail: cherie.chemeketa@my.chemeketa.edu

OBJECTIVE:

A job using my skills and experience contributing to an efficient office as a receptionist.

SKILLS AND QUALIFICATIONS:

- Completing Associate of Science degree in Business Technology
- 5 years' experience effectively supervising other workers
- 8 years' experience in goal-oriented retail sales
- Outstanding in de-escalating situations with upset customers
- Highly proficient in Microsoft Office, Adobe Creative Suite
- Highly proficient in operating multi-line telephone system
- Producing clear, correct business correspondence and forms

RELEVANT EXPERIENCE:

Office Specialist (Intern) Salem, Oregon
Oregon Department of Motor Vehicles January, 2020 to March, 2020

- Resolved up to 30 customer issues in person per shift
- Answered up to 50 telephone inquiries per shift
- Kept document dispenser stocked with proper forms
- Accurately filed paperwork for licenses, vehicle registrations, insurance changes

Homemaker Keizer, Oregon
Chemeketa Family June, 1998 to Present

- Detailed tracking of family finances on monthly basis
- Careful monitoring of health and health practices of 5 persons
- Efficiently coordinate schedules and transportation for 5 individuals
- Prepare 15 nutritious meals weekly

Food Pantry Coordinator (Volunteer) Keizer, Oregon
First Christian Church August, 2009 to February, 2015

- Solicited food donations from corporations and individuals
- Increased food distribution 60% in first four years
- Scheduled up to 50 volunteers for distribution shifts
- Tactfully connected families and individuals in need with resources

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RELEVANT EXPERIENCE (continued):

- Customer Service Representative** Salem, Oregon
Wells Fargo Call Center September, 1991 to May, 1999
- Resolved up to 90 customer issues via telephone per shift
 - Kept accurate, detailed records of each interaction with a customer
 - Used company-specific computer program to troubleshoot customer issues
 - Carefully followed privacy regulations and company procedures

OTHER EXPERIENCE:

- Production Worker (Seasonal)** Stayton, Oregon
NORPAC Foods June, 2017 to September, 2017
- Team Member** Salem, Oregon
Domino's Pizza October, 1989 to September, 1991

EDUCATION:

- Associate of Science / Business Technology** Salem, Oregon
Chemeketa Community College Completion expected June, 2020
- Coursework in Office Practices, Business Law, Business Communications, Business English, Internet for Office Environment
 - Phi Beta Kappa academic honor society
 - Dean's List 6 terms
 - Co-Chairperson of Chemeketa Food Pantry
- College Coursework / General Studies** Monmouth, Oregon
Western Oregon University 6 Terms
- Coursework in mathematics, English, psychology, history

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REFERENCES:

Delta Dawn

Branch Supervisor; Oregon Department of Motor Vehicles

Salem, Oregon

(503) 555-0001

delta.dawn@dmv.or.us

Ziggy Stardust

Customer Service Representative; Oregon Department of Motor Vehicles

Salem, Oregon

(503) 555-0002

ziggy.stardust@dmv.or.us

Fred Ziffel

Plant Manager; BrucePac

(was Shift Supervisor; NORPAC Foods)

Stayton, OR

(503) 555-9876

fziffel@gmail.com

John Doe

Pastor; First Christian Church

Keizer, Oregon

(503) 555-8765

pastor@fcchurchkeizer.org

Eve Money Penny

Business Technology Instructor; Chemeketa Community College

Salem, Oregon

(503) 555-0000

eve.money Penny@chemeketa.edu