

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:

Business Equipment and Software

- Highly proficient in Microsoft Office suite (Word, Excel, PowerPoint, QuickBooks)
- Highly proficient in Adobe Creative suite (InDesign, Photoshop)
- Extensive experience operating multi-line telephone system
- Completing Associate of Science degree in Business Technology

Logistics and Recordkeeping

- Detailed tracking of family finances on monthly basis
- Accurately filed paperwork for licenses, vehicle registrations, insurance changes
- Coordinated schedule for up to 50 volunteers for shifts at food pantry
- Kept accurate, detailed records of interaction with each bank customer

Customer Service

- Resolved up to 30 customer motor vehicle issues per shift in person
- Resolved up to 90 customer banking issues per shift via telephone
- Tactfully connected families and individuals in need with community resources
- Willingly assisted internal customers with performing their duties when needed

Communication

- Determined customer problems and solutions through both spoken, written word
- Consistent, clear interaction within department and with other departments
- Developed effective messages for recruiting food pantry volunteers
- Reliably produced clear, correct business correspondence and forms

EXPERIENCE:

Office Specialist (Intern)
Oregon Department of Motor Vehicles

Salem, Oregon
January, 2020 to March, 2020

Homemaker
Chemeketa Family

Keizer, Oregon
June, 1998 to Present

Production Worker (Seasonal)
NORPAC Foods

Stayton, Oregon
June, 2017 to September, 2017

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EXPERIENCE (continued):

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

Customer Service Representative Salem, Oregon
Wells Fargo Call Center September, 1991 to May, 1999

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

Nursery Supervisor; Willamette Valley Native Plants

Dayton, Oregon

(503) 555-0001

delta.dawn@wvnp.com

Ziggy Stardust

Crew Chief; Johnson Greenscapes

Salem, Oregon

(503) 555-0002

ziggy.stardust@johnsongreenscapes.com

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

Horticulture Instructor; Chemeketa Community College

Salem, Oregon

(503) 555-0000

eve.money Penny@chemeketa.edu