

# Cherie Chemeketa

Salem, Oregon

Phone: (503) 555-5000

E-mail: [cherie.chemeketa@my.chemeketa.edu](mailto:cherie.chemeketa@my.chemeketa.edu)

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## OBJECTIVE:

A job using my skills and experience contributing to an efficient, friendly office setting.

## SKILLS AND QUALIFICATIONS:

- Completing Associate of Science degree in Office Administration & Technology
- 12 years' experience in computer systems security and maintenance
- 7 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 phone switchboard
- Producing clear, correct business correspondence and forms
- 10 years' experience providing attentive, clear-thinking customer service
- Tactfully soliciting donations from corporations and individuals
- Faithfully adhering to safety regulations and organization policies
- Effectively scheduling staff to cover shifts
- Consistently, thoroughly detail-oriented in all tasks
- Safely preparing variety of foods
- Valid Oregon Driver's License and good driving record
- Have held Oregon Food Handler's Card
- Valid First Aid / CPR certification

## EXPERIENCE:

**Office Specialist (Intern)** January, 2022 to March, 2022  
**Oregon Department of Motor Vehicles** 4800 Lana Drive NE  
Supervisor: Oscar Martinez Salem, Oregon 97305  
Pay Range: \$13.28 - \$14.76 / hour (503) 555-0001

- 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** June, 2003 to Present  
**Chemeketa Family** 5000 Lancaster Drive NE  
Supervisor: None Keizer, Oregon 97303  
Pay Range: Unpaid (503) 555-5000

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

**Food Pantry Coordinator (Volunteer)** August, 2013 to February, 2021  
**First Christian Church** 4597 River Road N  
Supervisor: John Doe Keizer, Oregon 97303  
Pay Range: Unpaid (503) 555-8765

- 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

**Production Worker (Seasonal)**

June, 2020 to September, 2020

**NORPAC Foods**

1198 Central Street

Supervisor: Fred Ziffel

Stayton, Oregon 97320

Pay Range: \$9.25 - \$10.25 / hour

(503) 555-2626

- Reliably sorted various grades of fruits and vegetables
- Strictly adhered to government and company safety regulations
- Part of team that exceeded production goals for 3 straight months
- Volunteered 16 hours in company's community food bank drive

**Customer Service Representative**

September, 2013 to May, 2020

**Wells Fargo Call Center**

2365 Hawthorne Avenue NE

Supervisor: Jodi Sagor

Salem, Oregon 97301

Pay Range: \$11.90 - \$13.25 / hour

(503) 555-1930

- 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

**Information Technology Specialist**

October, 1998 to August, 2013

**United States Army**

3d Cavalry Regiment

Supervisor: Lt. Frank Burns

Fort Hood, Texas 76544

Pay Range: \$32,683 - \$42,975 / year

(503) 555-9145

- Help maintain and troubleshoot computer systems for 642 staff members
- Disseminate guidance, procedures and policies regarding computer security
- Review threat and vulnerability assessments, recommend security countermeasures
- Work with portable network systems capable of supporting up to 1,000 users

**Team Member**

June, 1997 to September, 1998

**Domino's Pizza**

5698 Commercial Street SE

Supervisor: Papa Murphy

Salem, Oregon 97302

Pay Range: \$6.55 - \$7.95 / hour

(503) 555-9145

- Competently multi-tasked between customer service and food preparation
- Friendly and efficient service for up to 40 customers per hour
- Dependable accounting of product produced and payment received
- Safely and quickly delivered up to 25 pizzas per shift

**EDUCATION:**

**Associate of Science / Business Technology**

Salem, Oregon

**Chemeketa Community College**

Completion expected June, 2023

- 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

# **Cherie Chemeketa**

Salem, OR

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## **REFERENCES:**

### **Oscar Martinez**

**Branch Supervisor; Oregon Department of Motor Vehicles**

4800 Lana Drive NE

Salem, Oregon, 97305

(503) 555-0001

[delta.dawn@dmv.or.us](mailto:delta.dawn@dmv.or.us)

### **Ziggy Stardust**

**Customer Service Representative; Oregon Department of Motor Vehicles**

4800 Lana Drive NE

Salem, Oregon, 97305

(503) 555-0002

[ziggy.stardust@dmv.or.us](mailto:ziggy.stardust@dmv.or.us)

### **Fred Ziffel**

**Plant Manager; BrucePac**

**(was Shift Supervisor; NORPAC Foods)**

380 S Pacific Highway

Stayton, OR 97383

(503) 555-9876

[fziffel@gmail.com](mailto:fziffel@gmail.com)

### **John Doe**

**Pastor; Universal Church**

1234 River Road N

Keizer, Oregon 97303

(503) 555-8765

[pastor@univchurchkeizer.org](mailto:pastor@univchurchkeizer.org)

### **Carla Espinosa**

**Family Friend**

4321 River Road S

Salem, Oregon 97305

(503) 555-1234

[pastor@univchurchkeizer.org](mailto:pastor@univchurchkeizer.org)

### **Eve Moneypenny**

**Office Administration & Technology Instructor; Chemeketa Community College**

4000 Lancaster Drive NE

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