

Cherie Chemeketa

Salem, Oregon

Phone: (503) 555-5000

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OBJECTIVE:

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

SKILLS AND QUALIFICATIONS:

Business Equipment and Software

- Completing Associate of Science degree in Office Administration & Technology
- Highly proficient in Microsoft Office suite (Word, Excel, PowerPoint, QuickBooks)
- Highly proficient in Adobe Creative suite (InDesign, Photoshop)
- 12 years' experience in computer systems security and maintenance

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	January, 2022 to March, 2022 Salem, Oregon
Homemaker Chemeketa Family	June, 2003 to Present Keizer, Oregon
Food Pantry Coordinator (Volunteer) First Christian Church	August, 2013 to February, 2021 Keizer, Oregon
Production Worker (Seasonal) NORPAC Foods	June, 2020 to September, 2020 Stayton, Oregon
Customer Service Representative Wells Fargo Call Center	September, 2013 to May, 2020 Salem, Oregon

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(Page 2 of 2)

EXPERIENCE (CONTINUED):

Information Technology Specialist
United States Army

October, 1998 to August, 2013
Fort Hood, Texas

Team Member
Domino's Pizza

June, 1997 to September, 1998
Salem, Oregon

EDUCATION:

Associate of Science / Office Administration & Technology
Chemeketa Community College

Salem, Oregon
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
Western Oregon University

Monmouth, Oregon
6 Terms

- Coursework in mathematics, English, psychology, history

Cherie Chemeketa

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REFERENCES:

Oscar Martinez

Branch Supervisor; Oregon Department of Motor Vehicles

Salem, Oregon

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Ziggy Stardust

Customer Service Representative; Oregon Department of Motor Vehicles

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Fred Ziffel

Plant Manager; BrucePac

(was Shift Supervisor; NORPAC Foods)

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John Doe

Pastor; Universal Church

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Carla Espinosa

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Eve Moneypenny

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