

Cherie Chemeketa

5000 Lancaster Drive NE

Salem, OR 97305

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OBJECTIVE:

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

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

Production Worker (Seasonal) Stayton, Oregon
NORPAC Foods June, 2017 to September, 2017

- 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

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

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

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EXPERIENCE (continued):

- Team Member** Salem, Oregon
Domino's Pizza October, 1989 to September, 1991
- 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, 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

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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; First Christian Church

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