

# Cherie Chemeketa

Salem, Oregon

Phone: (503) 555-5000

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

---

## 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
- Faithfully adhering to safety regulations and organization policies

## RELEVANT EXPERIENCE:

### Office Specialist (Intern)

January, 2022 to March, 2022

#### Oregon Department of Motor Vehicles

Salem, Oregon

- 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

Keizer, Oregon

- 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

Keizer, Oregon

- 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

September, 2013 to May, 2020

#### Wells Fargo Call Center

Salem, Oregon

- 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

# Cherie Chemeketa

(Page 2 of 2)

---

## RELEVANT EXPERIENCE (CONTINUED):

### Information Technology Specialist United States Army

October, 1998 to August, 2013  
Fort Hood, Texas

- 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

## OTHER EXPERIENCE:

### Production Worker (Seasonal) NORPAC Foods

June, 2020 to September, 2020  
Stayton, Oregon

- 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

### Team Member Domino's Pizza

June, 1997 to September, 1998  
Salem, Oregon

- 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 / Office Administration & Technology Chemeketa Community College

Salem, Oregon  
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 Western Oregon University

Monmouth, Oregon  
6 Terms

- Coursework in mathematics, English, psychology, history

# **Cherie Chemeketa**

Salem, OR

Phone: (503) 399-5000

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

---

## **REFERENCES:**

### **Oscar Martinez**

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

Salem, Oregon

(503) 555-0001

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

### **Fred Ziffel**

**Plant Manager; BrucePac**

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

Stayton, OR

(503) 555-9876

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

### **John Doe**

**Pastor; Universal Church**

Keizer, Oregon

(503) 555-8765

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

### **Carla Espinosa**

**Family Friend**

Salem, Oregon

(503) 555-1234

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

### **Eve Moneypenny**

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

Salem, Oregon

(503) 399-0000

[eve.moneypenny@chemeketa.edu](mailto:eve.moneypenny@chemeketa.edu)