

Cherie Chemeketa

5000 Lancaster Drive NE

Salem, Oregon 97305

Phone: (503) 555-5000

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OBJECTIVE:

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

SKILLS AND QUALIFICATIONS:

- Completing Associate of Science degree in Business Technology
- 5 years' experience effectively supervising other workers
- 8 years' experience in goal-oriented retail sales
- Outstanding in de-escalating situations with upset customers
- Highly proficient in Microsoft Office, Adobe Creative Suite, QuickBooks
- Highly proficient in operating multi-line telephone systems
- Producing clear, correct business correspondence and forms
- 10 years' experience providing attentive, clear-thinking customer service
- Accurately sorting documents and items based on characteristics and/or quality
- 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, 2020 to March, 2020

Oregon Department of Motor Vehicles

4800 Lana Drive NE

Supervisor: Delta Dawn

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, 1998 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 coordinate schedules and transportation for 5 individuals
- Prepare 15 nutritious meals weekly

Production Worker (Seasonal) June, 2017 to September, 2017
NORPAC Foods 1198 Central Street
Supervisor: Fred Ziffel Stayton, Oregon 97320
Pay Range: \$9.25 - \$10.25 / hour (503) 555-0415

- 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) August, 2009 to February, 2015
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

Customer Service Representative September, 1991 to May, 1999
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

Team Member October, 1989 to September, 1991
Domino's Pizza 5698 Commercial Street SE
Supervisor: Papa Murphy Salem, Oregon 97302
Pay Range: \$3.55 - \$4.95 / 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, 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

(503) 555-0001

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

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

Business Technology Instructor; Chemeketa Community College

Salem, Oregon

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