

# Cherie Chemeketa

Salem, Oregon

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## OBJECTIVE:

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

## 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

**Production Worker (Seasonal)** June, 2020 to September, 2020  
**NORPAC Foods** 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

**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

**Information Technology Specialist** October, 1998 to August, 2013  
**United States Army** 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

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## **Team Member**

June, 1997 to September, 1998

## **Domino's Pizza**

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**

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**

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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**

Keizer, Oregon

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### **Carla Espinosa**

**Family Friend**

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### **Eve Moneypenny**

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