

# Chalice S. Weichman General Resume

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## EDUCATION

Real Estate Licensee Training, Steve Willoughby Seminars  
Casper, WY November 2018

BFA, Visual Art  
University of Wyoming, Laramie Wyoming  
Grade-Point Average: 3.8  
12/2017

AFA, Visual Art  
Sheridan College, Sheridan Wyoming  
Grade-Point Average 3.9

Certificate, Music Technology/Audio Engineering  
Sheridan College, Sheridan Wyoming  
6/2014

## EXPERIENCE

- Secretary at RoundTop Real Estate, LLC in Thermopolis, Wy 12/2017-present.  
Duties: office operations management, tenant screening, entering rent, ordering repairs, website development and web-presence maintenance, artistic benefits.
- UPS Store Clerk at the UPS store in Jackson, WY. 03/17 to 08/17. Duties: packing, shipping, retail, mail receiving/sorting, rate estimating, customer service, ordering.
- Secretary at St. Andrew's Lutheran Church and Campus Center, 08/2015-12/2016  
Duties: printing and folding weekly bulletins, managing purchases, and taking inventory of supplies.
- Cashier/front of house attendant Washakie Dining Center, Laramie WY, 09/2016-12/2016.  
Duties: receiving customers and processing payments, opening/closing front of house.
- Cook at Washakie Dining Center, Laramie, WY, 07/2016-10/2016. Duties: preparation of large volume meals, cleaning, assisting in production.
- Caterer, UW Catering, 07/2016-12/2016. Duties: completing pull lists, transporting production materials, setting up and maintaining productions and serving.
- Volunteer, University of Wyoming Outreach School (a service of Wyoming Public Media) 09/2014 to 04/2015. Duties: collaborating with radio personnel to create content to broadcast, taking inventory of appliances, and transferring the CD library to a computer database.
- Stock and sales clerk at the resort concessions booth, Snow King resort in Jackson Wyoming 2009-2011. Duties: cashiering, re-stocking shelves, receiving and making orders, maintaining a clean work environment and opening/closing concessions.

## SKILLS AND ABILITIES

- Ability to take orders, ask questions, and listen
- Typing speed of 65 words per minute
- Experience with Microsoft Word, Adobe Illustrator, Final Cut Express, and multiple sound, video, and word editing workstations
- Punctual
- Excellent craftsmanship
- Loves to learn, self teaches, and is a team player

## AWARDS

- Robert Coe Art Scholarship (2016-2017)
- Hathaway Merit Scholarship (2012-2015)
- Harry W. Konkle Fund (2014-2015)
- Lucile Wright Memorial Scholarship (2014-2015)
- UW Purchase Award, Office of the Registrar, Spring 2016
- Best portfolio, Spring 2015 Portfolio review, UW Department of Art

## REFERENCES

Available upon request