

# 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

- **Deputy County Administrative Clerk, Teton County, WY** 8/2020 – present. Attends all Commissioner meetings and records them, takes minutes, and keeps a record of all documents.
- **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 opening/closing concessions, and serving large groups

## 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