

# JAIME CATHLENE LEVICK

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276 Highway 230, Lot A, Laramie, Wyoming 82070

## WORK EXPERIENCE

### **PROJECT COORDINATOR, AMERICORPS SENIORS — MARCH 2020 - MARCH 2022**

Recruitment & training of senior volunteers. Due to the pandemic, the nature of the position changed drastically & became more about building relationships with a group of at-risk seniors throughout the state of Wyoming. I created & implemented a twice-weekly virtual Technology Training for seniors over 55. Additionally I processed applications, background checks, & worked with local media outlets to record PSA's & short interviews meant to draw attention to the Foster Grandparent program. I managed the office, planned all events/Days of Service, & created a monthly newsletter on Canva.

### **LABORER, THE K A BUCKLIN GROUP — APRIL 2019 - NOVEMBER 2019**

I had two work assignments during my employment; the first was remodeling &/or demolishing apartment & home interiors in Wyoming. I had very little experience going in to this position & came out with a base level of knowledge on carpentry & construction. The second assignment was as a picker on a large farm in California, another position where I had no prior experience & was able to thrive in the physically demanding environment.

### **BUS DRIVER, UNIVERSITY OF WYOMING — JULY 2017 - MARCH 2018**

I drove various routes & performed general customer service. This position required early attendance, high attention to detail & safety, as well as the ability to adapt quickly & often. I went in with no commercial driving experience & procured a Commercial Drivers License by studying & learning new skills.

### **SR. OFFICE ASSOCIATE, AMERICAN INDIAN STUDIES, UNIVERSITY OF WYOMING — 2014 - 2017**

I performed monthly financial & procurement card reconciliations while working daily in the University's financial database system. I took care of purchasing & I created & maintained records for all Purchase & Payment Requests. I performed daily data collection & data entry, took care of all course loading & scheduling, & completed all hiring paperwork for the department. I was the department event planner & had the opportunity to work on press releases & cultural events. Additionally I maintained the department website & provided transcriptionist services.

## **ACCOUNTING ASSOCIATE, INFORMATION TECHNOLOGY, UNIVERSITY OF WYOMING — 2012 - 2014**

I performed monthly financial & procurement card reconciliations. I monitored outstanding Purchase Orders & worked daily in the University of Wyoming's financial system creating & receiving Purchase Orders & Change Orders. I created & maintained records for all Purchase Requests, Payment Requests & Field Purchase Orders. I performed data collection & entry for every financial transaction within the Information Technology department. I ensured invoices were paid in a timely manner & worked closely with outside vendors & other departments on campus.

## **TRADITIONAL EDUCATION**

*CareerFoundry, Remote* — User Experience (UX) Design, specializing in Front End Coding for Designers - January 2022 to January 2023

*University of Wyoming, Laramie, Wyoming* — Bachelor of Arts in Humanities and Fine Arts, Women's Studies, Chicano Studies & Anthropology - 2011

*Universidad Nacional de San Martin, Buenos Aires, Argentina* — Coursework in Humanities - 2010

*Laramie County Community College* — Associate of Arts degree, Anthropology - 2009

## **REFERENCES**

*Aylin Marquez*, Mathematics Professor at the University of Wyoming - Former Manager at Blossom Yoga:

**307-256-7146**

*Terri Markham*, Executive Director at Uprising - Former co-worker at AmeriCorps Seniors:

**210-452-1691**

*Sue Benson*, Retired Senior Office Associate - Former Supervisor at the University of Wyoming:

**307-760-6101**