

CV/Resume ~Sheila L. Kalkbrenner
Artist, Educator, Program Manager, Studio Owner, Creative Wellness Facilitator
at SheilaLynnK Art Studio 345 South Main Street Wellsville, NY 2011-Present
Fax/Ph:585-593-4161 email: sheila@sheilalynnkart.com

Employment

Record Retention Clerk Support Staff for an Essential Business at Allegany-Steuben ARC 2019 – Present
Self-Employed at SheilaLynnK Art Studio & Gallery 2011-Present~ Artist, Owner, Educator, Charitable Projects Manager, Event Planner, Curator, Curriculum Coordinator, Office Manager, Business Administration, and Creative Wellness Facilitator
Allegany Arts Association~ President 2022, Interim President 2020-2021, Vice Chair, Secretary Pro Tem, Newsletter Editor (2019 Volunteer), Instructor 2017-2019
After School Program Manager ~ACCORD Corporation, Belmont, NY ~ 2005- 2007
Library Clerk David A. Howe Public Library 2003-2005
8th Grade English Language Arts Long-term Substitute Teacher, Wellsville Central School Wellsville NY Feb-June 2003
Events Coordinator Wellsville Area Chamber of Commerce Wellsville, NY 2000-2002

STUDIES

2018 ~ Introduction to Quick Books ACCORD Corporation Business and Conference Center
2017~ Photography and Travel Writers Program Great Escape Publishing
2010-2012 Vocational Rehabilitation Program VESID/ACCESS-VR
2010 Entrepreneurial Assistance Program at ACCORD Corporation
2002 Masters of Science in Education; Alfred University, Alfred, NY ~ NYS Department of Education Standards, Children's literature, Graduate Thesis- Using Visual Art to demonstrate Elements of Literature
2001 Bachelors of Fine Arts; Alfred University, Alfred, NY ~ Painting and Ceramics concentration
1988 91E Dental Specialist Training Academy of Healthy Sciences Ft. Sam Houston TX

CERTIFICATES

2007 ~Permanent, NYS Department of Education Public School Teacher Certification K-12 Art
2002 ~Provisional, NYS Department of Education Public School Teacher Certification K-12 Art
1991 ~Honorable Discharge United States Army
1988 ~Distinguished Honor Graduate Academy of Health & Sciences Ft. Sam Houston Tx

Skills & Experience

Records Retention HIPAA compliant confidential maintenance & storage of Private Health Records, Implement & Adhere to record retention policies, Create & Maintain Comprehensive Record Retention Database & Storage System, Completed: Corporate Compliance, Incident Reporting, and Coronavirus Infection Prevention Training
Youth Art Activities Instructor, Circle Facilitator, Cultural Diversity & Inclusion, Grant Writing, Equitable Practices, and Reasonable Accommodations, Social Media Content and Navigation at LinkedIn, Twitter, Facebook, Patreon, Google+, Yahoo, Mailchimp (Cloud Computing), Youtube, and Studio Website email
Website Management & Content Creation at Other Peoples Pixels, Blogger, and Wordpress
Microsoft Windows, Excel, Word, Power Point, Adobe Photoshop
Fiscal Sponsorship Reporting to New York Foundation for the Arts and Fractured Atlas
Crowdfunding Campaign Management for the Art For Arachnoiditis Project with reporting to Hatchfund
Teaching ~Art: K - Adult, Curriculum Research & Planning, Classroom Management, Group Dynamics, Children's Literature, Youth Advocacy, Case Management
Patient Advocate, Research, Documentation & Records Management
Writing & Editing ~ Creative Non-fiction, Essays, Poems, and Blog content

CURRENT REFERENCES

Available upon request

OTHER AFFILIATIONS/PROJECTS/EXHIBITIONS/AWARDS

List available upon request