

**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

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**Employment**

**Record Retention Coordinator**

*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-Present, Interim President 2020-2021, Vice Chair, Secretary Pro Tem, Newsletter Editor, Instructor 2017-2019

**After School Program Manager** ~ACCORD Corporation, Belmont, NY ~ 2005- 2007

**Library Clerk** David A. Howe Public Library 2003-2005

**8<sup>th</sup> 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 – *Civil Service Exam #25374/25371 Labor Services Representative Trainee 1*

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 for cross curricular achievement

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 & Abuse Prevention, Coronavirus Infection Prevention Training, Annual NYS Sexual Harassment Trainings, Corporate Safety Trainings

**Administrative Assistance, Case Management Services, Youth Art Activities Instructor, Circle Facilitator, Cultural Diversity & Inclusion, Grant Writing, Equitable Practices, 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

**Curriculum Research/Planning/Design & Facilitation, Teaching** ~Art: K - Adult, Curriculum Research & Planning, Classroom Management, Group Dynamics, Children's Literature, Youth Advocacy, Case Management

**General Skills** ~ Budgeting & financial planning, purchasing, organizational skills, time management,

interpersonal skills **Writing & Editing** ~ Grant applications, Research, Creative Non-fiction, Essays, Poems, and Blog content. **\*REFERENCES, AFFILIATIONS, & AWARDS AVAILABLE UPON REQUEST\***