

City of Memphis



DR. W. W. HERENTON
MAYOR

TENNESSEE

May 19, 2009

The Honorable Shea Flinn
Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514

Dear Chairman Flinn:

Subject to Council approval, it is my recommendation that:

Amy Elizabeth Kalkbrenner

be appointed to the Animal Shelter Advisory Committee with a term expiring
July 30, 2010.

I have attached biographical information.

Sincerely,

A handwritten signature in black ink, appearing to read "Willie W. Herenton", is written over the word "Sincerely,".

Dr. Willie W. Herenton

WWH:jd

c: Council Members

AMY ELIZABETH KALKBRENNER

35 S. Larchmont Drive

Memphis, Tennessee 38111

Home: 901-454-6548

Cell: 901-355-0940

amy_kalkbrenner@yahoo.com

EMPLOYMENT HISTORY

Mid-South Spay & Neuter Services (Animal Protection Association) September 2008-Present

- As the public face of the organization, promote the cause of spaying and neutering to reduce the animal population and euthanasia rates at various festivals and in the media.
- Responsible for donor relations and fundraising, maintain donor list and relationships with current donors and forge new donor relationships.
- Initiated and oversaw the increase of surgery days from three to four days per week.
- Recruit and train volunteers to assist with clinic check-in, check-out, cleaning, animal recovery, special events, and office duties.
- Manage a staff of 5 and up to 5 volunteers daily.
- Maintain the website with current information.
- Communicate via email and telephone with clients, donors, and volunteers.
- Conduct humane education seminars at various schools to educate the community about the benefits of spay/neuter.

LaserQuest, Memphis, Tennessee

August 2007-Present

Assistant Manager

- Functioned as team leader up to 4 crew members at a time, delegating assignments to ensure that the games ran on time and customers had a positive entertainment experience.
- Completed daily and monthly performance evaluations on crew members.
- Maintained cleanliness of center and ensured that all equipment (31 lasertag packs, 3 computer systems, 9 video game machines, 13 vending machines) was maintained in good working condition.
- Generated and verified daily financial reports reconciling revenue to games played.

SunTrust Bank, Legal Department, Memphis, Tennessee

May 2004-September 2008

Office Manager / Legal Assistant

- Oversaw a project that included organizing and scanning thousands of files in the file room into a comprehensive database and supervising a temp actually performing the scanning.
- Maintained a database for the hundreds of litigation files of the Central Region.
- Filed Annual Reports for 15 subsidiaries and updated company information for these subsidiaries.
- Answered an average of 10 calls daily from branches with legal questions.

- Approved legal documents (e.g. powers of attorney, trusts, etc.) for clients to use with their accounts.

AMY ELIZABETH KALKBRENNER

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- As the registered office, received, assessed, and forwarded 10-50 individual pieces of legal process daily.
- **Promoted to Office Manager** after the merger of National Commerce Financial with SunTrust Bank.

VOLUNTEER EXPERIENCE

Humane Society of Memphis and Shelby County September 2005-Present

- Foster parent for cats and kittens. Fed, socialized, and maintained health of growing kittens until they were ready for adoption. **Promoted to Feline Foster Coordinator** (maintained approximately 35 current fosters, actively recruited 12 new fosters, offered guidance and support to foster parents while working with HS staff, created a foster handbook and home visit checklist).
- Took dogs and cats up for adoption on Channel 5 for the “Pet of the Week” spot
- Dog walker. Exercise, leash train, and socialize shelter dogs. **Promoted to Group Leader** (train new walkers, offer support to 5-15 current walkers, act as liaison between walkers and staff).
- Assisted at various fundraising special events by supervising the silent auction, guest registration, goodie bag distribution.

Animal Protection Association, Memphis, Tennessee May 2008-September 2008
Secretary, Board of Directors

- Assisted in planning the Memphis in May fundraiser by obtaining large items for the raffle/silent auction, setting up the party, mingling with the donors, notifying the media, selling tickets, and writing thank you notes to all donors, both monetary and in kind.
- Attended monthly board meetings to discuss the status of the clinic and new ways to bring in donations and more surgeries.
- As Secretary, took minutes and drafted them for the minute book and prepared agendas for the monthly board meetings.

EDUCATION

Bachelor of Arts - The University of Memphis
Graduated **Cum Laude**, August 2003
On **Dean’s List** January 2002 - July 2003

**ANIMAL SHELTER ADVISORY COMMITTEE
7 MEMBER BOARD
2 YEARS**

Members	Address	Term Expires
Buckalew, Michelle F/W	Home Address: 518 Goodland St. Memphis, TN 38111 Res: 901.315.1988 Bus: 901.454.0807 E-mail: michellebuckalew@comcast.net	July 30, 2010
Iskiwitz, Allen N. M/W	Home Address: 5676 Vantage Point Memphis, TN 38120 Res: 901.526.8944	July 30, 2010
James, Frank M/W	Home Address: 1318 Wrenwood Memphis, TN 38122 Res: 901.490.8941 Bus: 901.327.0750	July 30, 2010
Kalkbrenner, Amy E. F/W <i>(New Appointment)</i> <i>Replace</i> <i>Stephen H. Schwartz</i>	Home Address: 35 S. Larchmont Drive Memphis, TN 38111 Res: 901.434.6548 Cell: 901.355.0940 amy_kalkbrenner@yahoo.com	July 30, 2010
Katz, Carol Smith F/W	Home Address: 1750 Glenwood Place Memphis, TN 38104 Res: 901.274.3420 Cell: 901.626.6504 E-mail: katzmith@comcast.net	July 30, 2010
Vaughn, Janice F/B	Home Address: 1317 Fairway Forest Dr. Memphis, TN 38016 Res: 901.624.3462 Bus: 901.276.9853	July 30, 2010
Walsh, Tara F/B	Home Address: 1858 Myrna Lane Memphis, TN 38117 Res: 901.761.5515 E-mail: tararwalsh@aol.com	July 30, 2010

Animal Shelter Advisory Board

December 11, 2008

Board Members:

Ken Moody

Stephen Schwartz

Franklin James

Michelle Buckalew

Carol Katz

Tara Walsh

Allen Iskiwitz

Janice Taylor Vaughn

Visitors:

Gail Phillips

Amy Kalkbrenner

Nick Kenny (Channel 5 News)

January 8, 2009

Board Members:

Earnest Alexander

Stephen Schwartz

Franklin James

Michelle Buckalew

Allen Iskiwitz

Carol Katz

Visitors:

Gail Phillips

Amy Kalkbrenner

Sylvia Cox

February 10, 2009

Board Members:

Earnest Alexander

Stephen Schwartz

Franklin James

Ann Marie Easton

Amy Kalkbrenner

Visitors:

Tara Walsh

Michelle Buckalew

Allen Iskiwitz

Carol Katz

March 10, 2009

Board Members:

Earnest Alexander

Franklin James

Tara Walsh

Michelle Buckalew

Carol Katz

Janice Taylor Vaughn

May 12, 2009

Board Members:

Earnest Alexander

Franklin James

Tara Walsh

Michelle Buckalew

Carol Katz

Janice Taylor Vaughn

Visitors:

Ann Marie Easton

Amy Kalkbrenner

Visitors:

Kristy Caylor

Amy Kalkbrenner

Cindy Sanders

Jackie Johns