

**Sharon M. Kirk**  
**988 Forge Road**  
**Lexington, VA 24450**  
**540.458-8197 (w); 540.264-0161 (h)**

### **WORK EXPERIENCE**

***Administrative Assistant, Washington and Lee University.*** Began as salesperson and Tour Guide at Lee Chapel, Oct. 2003 – Feb. 2004. Hired full time as event planner and project manager for Summer Scholars (Feb. '04 - Oct. 2006); for Teacher Education (February '04 – present); assistant to Cree Sherrill in Williams School (Nov. '06 – June '07); for Society and the Professions/University Scholars (June '07 - present). Have worked concurrently with two Directors with separate constituencies and goals in addition to promoting local food and water committee projects (on volunteer basis).

***Contractor and Project Manager, systems renovation of my 50-year home in Rockbridge County, VA, 2003 – 06.*** Used Bau-biologie principles to plan and design a healthy home with enhanced indoor air and water quality, ventilation, reduced electric and magnetic fields. Installed energy conserving and clean heating/cooling systems; increased the R-value of the envelope, and modified the space within cash-based budget. Hired and supervised the work of 18 sub-contactors. Produced a written timeline to track construction coordination, meet time schedules and complete the projects with acceptable level of quality. Removed and/or upgraded 12 systems: electrical, plumbing, heating/cooling and ductwork, lighting, septic, ventilation, gutter/downspouts, insulation, drainage and waterproofing, landscape design, flooring and color scheme.

***Principal and teacher, Renaissance Academy (charter elementary school), Pinetop, AZ, 2000 – 03.*** K-6 school mostly served special education students. Supervised 5 teachers and 1 administrative assistant as well as taught 5 - 6<sup>th</sup> grade. Pre-screened students for IEPs. Took summer school specialized techniques course in Math/Science. Implemented Accelerated Reader program, "Love and Logic" behavior modification and Cooperative Extension Service environmental program.

***Associate Faculty, Northland Pioneer College, Holbrook, AZ, Sustainable Living Series, "Introduction to the Holistic Home," 2001 – 02.*** Working with colleagues, developed Saturday adult education sustainable living workshops in greenhouse design, organic farming, healthy home principles and design. My course was designed to provide a framework of reference supporting the creation of a healthy and nurturing home environment through the study of Bau-biologie (building biology), allergy-free/non-toxic environments, aromatherapy, feng shui, home harmonics, dowsing, and electro-magnetic fields remediation.

***Substitute Teacher, pre-K thru High School, Blue Ridge Public Schools, Lakeside – Pinetop, AZ, 1999 – 2000; and Pinellas County, FL 1996 – 99. Full time.*** Quick-study and implementation of teacher's study plan. Worked with individuals as needed. Based on clinical training, observed and identified visual and auditory special needs of children within the classroom and reported to administration. Worked daily.

***Open Space Site Design for CEASRA (Citizens Environmental Association of Slippery Rock Area), 1996.*** Used performance zoning approach and sustainable design principles to analyze an 800-acre residential-zoned rural community that contained: a 1940s strip mine, a 40-acre landfill (closed in 1991 due to environmental violations and EPA regulations), two produce and dairy farms, a horse farm, a trailer park, a country club/golf course, and residential estates. Presented the citizens an alternative land use plan that included open space system for conservation, preservation and restoration, as well as a sample 31-acre estate development.

***Greening the Home Pride program, 1996.*** Presented to the ***City of Fairfax, VA Dept. of Planning***, an assessment of the neighborhood revitalization and home remodeling program with recommendations to integrate the Home Pride with existing City programs, such as recycling composting, parks and trails; and an addition of a Green Builders component.

***Site and Building Feasibility Study for PennDOT, Harrisburg, PA, 1995.*** Study included a site analysis and to-scale designs that converted the 6.7-acre Picnic Area #13/Weigh Station on Interstate 79N into a 12-acre safety rest area/welcome center (to function as a clearinghouse for information about the region, an interpretative center for alternative sustainable technology, a regional farmers market and a craft makers center) as well as wetland restoration and preservation.

***Graduate Internship, King County, WA Conservation Service, Model Horse Farm Project, Summer 1995.*** Collaborated with Alyne Blicke and Matt Livingood to re-design 5 acres of their horse farm into an education center. Used permaculture principles and a holistic management approach to produce a landscape site design consisting of an organic garden, butterfly gardens, forest gardens, wind breaks, an orchard, riding trails and pasture restoration. Consulted with owner of a race horse farm regarding non-toxic weed management for their pastures.

***Graduate Internship, Crystal Springs Educational Center, Plainville, MA, Summer 1995.*** Collaborated with David Jacke, a landscape architect and permaculture designer, and three Dominican nuns in the marketing strategy for creation of the Crystal Springs Education Center site and program on the nuns' 32-acre residential property. They mailed the first newsletter of the program in December, 1995.

***Graduate Assistant, Urban Farmstand Project via Slippery Rock University grant, funded by the Center for Rural Pennsylvania, Summer 1994.*** In collaboration with the Pittsburgh Community Food Bank Green Harvest Program and local farmers, coached urban neighborhood volunteers on the marketing and sales of local organically grown produce at five farm stands in Pittsburgh public housing developments. Designed and administered a marketing survey to customers. Produced a videotape of the project. Presented the project at the 1994 Community Sustainability Resource Institute conference in Silver Spring, Md.

***Graduate Assistant, Public Housing Revitalization via Slippery Rock University grant, funded by the Center for Rural Pennsylvania, Summer 1994.*** Converted a 20' x 30' garden at Sharps Terrace Pittsburgh into a one-acre edible landscape site design of organic gardens, a greenhouse, terrace garden, window boxes and a forest garden.

***Consultant to the City of Fairfax, 2020 Commission, Fairfax, VA 1993 - 94.*** Established cooperation between key George Mason University administration officials, faculties and

the City government; laid the groundwork for the creation of the Center for Excellence at George Mason University, 1996. Co-authored a report of the findings and recommendations of the Commission for the 1996 Comprehensive Plan.

***Chairperson and member of the City of Fairfax Commission for Women, Fairfax, VA, 1988 - 92.*** Laid the groundwork in the City for policies leading to the prevention of sexual harassment in the workplace, and making the workplace safer and more productive for women. Raised awareness of City officials on state legislative and policy matters relating to women and families. Provided economic development statistics and advice on small business matters to key city officials and the chamber of commerce.

***Public Policy Graduate, Women in Leadership, sponsored by the CORO Foundation, Washington DC (taught by Tina Hobson, founder of Renew America), 1993.*** Selected for and participated in a 5-month training program for women lobbyists and congressional staff. Completed research on the applicability and effectiveness of the USA EPA's Toxic Release Inventory (TRI) to local community planning. Designed and administered a survey to corporation, non-profits and environmental activist groups on ways to improve the TRI. Presented the results to a panel of federal government officials and environmental activists.

***Administrative Assistant, TRW, Arlington VA, 1988 - 93.*** Directed the tracking of state legislation on priority issues for lobbyists and marketing division managers. Acted as liaison to major national associations, and coordinated promotional events for the government relations program.

## **EDUCATION**

Slippery Rock University of PA, Slippery Rock, PA  
Degree: MS in Sustainable Systems, 1996

International Institute of Bau-Biologie (Building Biology), Clearwater, FL  
post-graduate studies, 2002 - 2003  
BioGeometry Foundation Training, Ashville, NC  
post-graduate studies, 2006 - present

Catholic University of America, Washington, DC  
Degree: BA in Psychology, 1967  
Georgetown University, Washington, DC (summers '65 and '66)