

**Heidi Tinker Simkins** 1519 Hayden Hill Road West, Hinesburg, Vermont 05461 (802) 482-5215

**Experience**

*Head Gardener*, Hinesburg Community School Garden/Wellness Committee 2011 to present  
*Gardener*, Trillium Hill Farms, C.S.A 2011 to present  
*Board Member*, Responsible Growth Hinesburg 2011 to present  
*Assistant Treasurer*, Hinesburg Nursery School 2007 to 2011

**Vermont Student Assistance Corporation (VSAC), Winooski, VT** 8/97 to 10/03  
*Supervisor, Customer Relations*

- Hire, train and supervise Customer Relations Counselors.
  - Evaluate employee performance and support staff to ensure compliance with federal regulations.
- Coordinator of Operations, Customer Relations*
- Design and maintain webpage for Customer Relations. Promote technology and efficiencies, and recommend software purchases for department.
  - Write reference materials for staff. Assist loan counselors with ongoing training and computer applications.
  - Interview, orient, and train new counselors.
  - Facilitate management meetings. Act as point person for interdepartmental policy and procedural changes.

**Sandia Laboratory Federal Credit Union, Albuquerque, NM** 2/95 to 4/97  
*Financial Service Representative/Loan Officer*

- Process consumer loans including: interviewing applicants, conducting research, recommending approval, and finalizing loan contracts.
- Assist members in maintaining accounts, and apply problem-solving skills to resolve member complaints.

**University of Rochester, Rochester, NY** 9/90 to 5/94  
*Teacher's Assistant*

- Prepare lessons on German culture and language. Lead discussion sections, and assist professors in research.

*Head Stage Manager/Productions Manager, Todd Theater Troop*

- Supervise a cast and crew of 80 persons. Train assistant stage managers, coordinate rehearsals, hire professional designers, and call technical cues during performance.

**EDUCATION**

*University of Rochester, Rochester, NY, B.A. German Cum Laude* 1994  
*Institute for European Studies/Humboldt University, Berlin, Germany* 1993

**HONORS**

*Rochester/Cologne Exchange Fellowship* 1994  
One of two annual recipients awarded teaching and graduate study opportunities at the University of Cologne, Cologne, Germany.

*Xerox Scholar* 1990  
Awarded scholarship to attend the University of Rochester for excellence in Social Sciences.