



Heidi Mecklenburg

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Program development for specialized trainings focusing on leadership. Planning and organization of large and small events, such as training seminars, fundraisers, banquets, and extended encampments for youth and adults. Technical writing for websites, editing, and curriculum design.

Professional Experience

2011 – January 2018: *Administrative Executive*, Shambhala International

- Recruitment and management of volunteer program and special project staff
- Development and maintenance of organization's website
- Maintenance of personnel database
- Financial management for division
- Fundraising and development
- Strategic planning and policy development
- Leadership training and development

2008 – Present: *Director*, Mindfulness and Leadership Retreat

- Oversight for all elements of an annual two-week outdoor program.

2007 – 2011: *Software Developer*, MTI Film (Providence, RI)

- Prototype and refine image processing algorithms
- Translate exiting algorithms to the GPU to increase throughput and speed
- Develop and maintain quality tests for film restoration software

2005 – 2007: *Bar Tender*, Boston Catering Company
Math Tutor, Sylvan Learning Center

2002 – 2005: *Research Assistant*, Northeastern University (Boston, MA)

- Worked on FPGA design for hardware implementation of phase unwrapping
Teaching Assistant
- Conducted recitation for Circuits
- Marked papers and maintained grade records for Digital Design and Circuits courses

2001 -- 2002: *Research Assistant*, Jien-Chung Lo, PhD., University of Rhode Island

- Extensive work with Field Programmable Gate Arrays
- Gained proficiency with VHDL, Verilog, and Xilinx Foundation tools

1987 – Present: *Director Co-Director*, Shambhala Sun Summer Camp for Young Adults

- Responsible for all camp logistics including registration, equipment, kitchen management,
- Recruitment and management of volunteer staff
- Maintaining Health Department and Child Welfare standards

1994 – 1999: *Bartender/Wait Staff*, Gatehouse Restaurant, Providence, RI

- Won "Best Martini in Rhode Island" award in 1996, '97, '98.

1991 – 1998: *Riding Instructor and Stable Manager*, Windhorse Dressage Academy

- Instruction for children and adult riders in Dressage and stable management
- Competed successfully nationally

Education

- Bachelor of Science in Computer Engineering, University of Rhode Island, *Summa Cum Laude*
- All coursework for Master of Science in Electrical Engineering, Northeastern University, Boston, Analog VLSI, Digital Hardware Sthesis, Digital Signal Processing, Optimization, Linear Systems Analysis.

Technical Skills

C#, CUDA, C, C++, Matlab, Python, OpenGL, VHDL, Verilog, Xilinx, HTML, PSPICE, WordPress, Microsoft Word, Excel, PowerPoint, Windows, UNIX, Mixology, Adobe Capture, QuickBooks, Cuban Salsa (Casino) Instructor.

Awards & Memberships

- IEEE Student Chapter
- Tau Beta Pi Engineering honor society (Treasurer)
- Eta Kappa Nu Electrical Engineering honor society
- Received numerous accolades from Shambhala International