

# JENNIFER L. HIPP

**OBJECTIVE:** Career with opportunity to exercise my education and experiences that will benefit from my analytical, mathematics, and communication skills. A position driven by goal setting and supported by teamwork.

**SKILLS:**

- Ability to efficiently plan and manage multiple assignments to accurately meet deadlines.
- Strong written and verbal communication skills.
- Data analysis, reporting and problem-solving skills with attention to detail.
- Ability to relate to people and gain alliances.
- MicroSoft Office Suite.

**EDUCATION:**

May '98

**Fontbonne University, St. Louis, Missouri** Masters of Business Administration

Dec '88

**University of Missouri, Rolla, Missouri** Bachelor of Science, Mechanical Engineering

**EXPERIENCE:**

Apr'19-Present

**Alabama Property Management**

*Project Specialist*

- Document process and procedures. Train employees.
- Audit Property files and documents.
- Prepare monthly reports and Income Statements for each property.

Jan'19-Present

**University of Alabama, Huntsville, Alabama**

*Statistics Instructor-Business Department*

- Develop test, on-line homework and student communication through Banner and Canvas.
- Ability to explain complex concepts in a clear and concise method.
- Positive influence on student growth and learning development.

Dec'05-Dec'17

**Fontbonne University, St. Louis, Missouri**

*Math & Statistics Instructor-Math & Business Departments*

June'08-May'15

**Edward Jones-St Louis, Missouri**

*Statistical Data Analyst--Financial Advisor Measurements*

- Create and run reports to measure Financial Advisor performance and attrition with 99.5% accuracy and 100% on-time delivery.
- Manually input confidential leave of absence records to create performance exemptions.
- Gather and analyze data to direct leadership decision process.
- Participated in Diversity Awareness Program partnering with local area schools.

Aug '07-May'08

**Rockwood School District-Wildwood Middle School**

*Classroom Assistant-Math, Science and Reading Strategies for the learning challenged.*

- Work with learning challenged students to develop reading and grammar skills.
- Copy, file, and organize student records.

April '03 – Jan '04

**Sarnamotive BlueWater-Marysville, Michigan**

*Contract Customer Service Liaison*

- Quality representative for Automotive Parts Supplier.
- Implemented quality initiatives for Automotive Parts Manufacturer.

**Jan '89 – April '03 General Motors Corporation-Wentzville Truck Assembly**

***Material Flow Coordinator*** -Managed automated small parts delivery process.

***Transportation Manager***

- Responsible for \$62 million annual freight budget.
- Negotiated damage/lost freight Carrier Claims.

***Third-Party Supplier Manager***

- Manage performance of sequencing and subassembly suppliers-\$5 million annual, 450 part numbers
- Perform supplier assessments and drive conformance to GM certification standards.
- Managed supplier source selection and operation relocation.

***Material Floor Advisor***

- Supervised a team of 26 fork truck and material route drivers.
- Develop training manuals and train new hire employees.
- Monitor and control inventory levels.
- Implement safety policies and procedures.

***Rework coordinator***

- Designed and implemented successful process flows of rework material.
- Establish schedules for material pickup and delivery.
- Define performance criteria and manage rework center conformance.
- Cooperation with Engineering, Supplier Quality and Logistics.
- Order office supplies and maintain inventory level.
- Coordinate department functions such as retirement and holiday parties.

***Packaging Engineer***

- Define part-shipping requirements for JIT system-651 Suppliers, 2700 part numbers.
- Conducted supplier training sessions on lean containerization principles.
- Recognized for driving resolution of 150 costly rack design issues.
- Member of Joint Facility and Resource Teams to support Employee Suggestion Program.

***Manufacturing Engineer***

- Liaison to Trim, Chassis and Paint production departments.
- Investigate problems, implement containment and drive long term resolution working with Design Engineering, Suppliers, Production, Logistics and Material departments.

**TECHNICAL SKILLS:**

- MicroSoft Office Suite
- Excel Intermediate and Advanced Applications
- Blackboard and Canvas university systems
- Data Warehouse query writing and application

**TRAINING & ORGANIZATIONS:**

- Responsibility based Management
- Client Service Excellence Award
- United Way Volunteer Day of Caring Program
- Mercy Hospital Volunteer
- Lean Manufacturing Principles
- Supplier Development Tools and Techniques
- PFMEA and Control Plan Development and Analysis