

JENNIFER NEWTON

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BUYER/PLANNER

Procurement, Supply Chain, Production Planning Lead, with demonstrated expertise in production scheduling, purchase planning, inventory control and analysis, managing supplier relationships, and key performance indicator reporting to local management structures. Company SAP Subject Matter Expert (SME).

PROFESSIONAL EXPERIENCE

ROCHE (454 LIFE SCIENCES) – Branford, CT 2006 to July 2015
Roche's DNA sequencing center of excellence and manufacturer of long read DNA pyro-sequencing instrumentation and reagents

Buyer/Planner (2011 to 2015)

Responsible for 90+ Suppliers and an SKU count of over 1500 materials. Coordinate change management activities with Suppliers. Mitigate risk in Supply Chain.

- Maintain global forecasts to include internal and external demand using the ERP system
- Create and place purchase orders within constraints of critical lead time of parts and materials
- Maintain direct communication with suppliers by development of production forecast, expediting deliveries as required, and ensuring correct and timely material procurement
- Plan, schedule, and monitor the movement of all material through the production cycle
- Monitor inventory levels for accuracy
- Audit process/production orders to ensure accuracy of material movements and labor reporting
- Monitor monthly manufacturing variance report and resolve inaccuracies and variances
- Manage material master data to maximize functionality in ERP system
- Manage DMS information in SAP for Instrument Mfg. and Reagent Mfg.
- Support R&D organization as related to New Product launches
- Develop and report monthly KPIs to senior operations management

Documentation Analyst (2006-2011)

- Assisted and supported documentation development for existing and new processes
- Revised document filing system and location of electronic files
- Trained employees in Microsoft based documents with respect to Word, Excel and Access

KREITLER ASSOCIATES/ RAYMOND JAMES FINANCIAL SERVICES- New Haven, CT 2005 to 2006
Financial Planning and Portfolio Management

Client Liaison

- Organized daily operations of office consisting of Chief Financial Planner, three associate financial planners and a CPA. Primary contact for high end client base of 80+, potential clients and visitors. Provided administrative support, managed calendars, scheduled, coordinated and confirmed all quarterly client portfolio reviews, seminars and radio and television appearances
- Prepared client and company deposits, worked with outside auditors
- Organized educational retirement seminars at Yale, Wesleyan, and Quinnipiac Colleges; prepared PowerPoint presentations and seminar handouts. Maintained proactive interaction with prospective clients

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Enthone OMI – West Haven, CT
High Performance Specialty Chemistry

1996 to 2000

Systems Administrator (1998-2000)

- Managed and maintained LIMS (Laboratory Information Management System), insured data integrity, trained employees and provided helpdesk support
- Developed and maintained Quality Documentation Systems and Performance Tracking Systems (Access database), designed departmental status reports
- Maintained ISO 9001 program (Certified ISO Auditor). Performed semi-annual internal audits of three US plants. Tracked KPI's and reported monthly to management

Executive Assistant to VP, International Operations (1996-1998)

- Reporting liaison for international subsidiaries; provided administrative support to high level executive

Precision Machine Products – Westbrook, CT
Custom Manufacturer for Johnson & Johnson

1987-1996

Assistant to CEO

- Primary customer liaison for product orders and delivery
- Scheduled just-in-time production to shop floor. Implemented Job Costing System/Data Collection. Trained end users
- Designed, implemented and maintained Cad Cam programming system (Mastercam) and associated databases and electronic program storage
- Maintained accounting systems and budgets. Managed payables and receivables. Generated monthly reports for outside accountants

PROFESSIONAL PROFILE

Education / Certifications

Certificate, Fine Arts - Paier School of Art
CPIM (expected 2016) -**APICS CT Chapter #229**
Accounting and Information Technology - **Connecticut College, New London**
Access/SQL Programming and Data Management, Network Administration- **Connecticut Computer School**

Certified ISO Auditor

Member 454 Safety Committee - Trained in CPR/AED

Software Experience

SAP
Mastercam
LabVantage
Microsoft Products (Word, Excel, PowerPoint, Visio, Project, Access)
Custom database programs