

Sarah M. Jaeger

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OBJECTIVE

To obtain a full time position utilizing my Industrial Engineering and supervision training with a company of similar values

EDUCATION

B.S. Industrial Engineering

Kansas State University, Manhattan, KS

May 2004

WORK EXPERIENCE

GENERAL MILLS, INC.

Hannibal, MO –Team Leader II

March 2007 –August 2008

Through my position at Hannibal, I have learned about the Snacks division and the process of making snack granola and cereal bars. In addition, I've managed a team of 47 operators in the Hannibal Bars department. I perform many daily tasks including the planning of staff schedules, approving time cards using Workbrain, creating work orders, purchase requests and job plans using Maximo, assisting operators in troubleshooting situations and developing/coaching employees. Outside of my team and process management I am active in the following activities:

- Lead a team of 8 through the Continuous Improvement DMAIC (Design, Measure, Analyze, Improve, Control) process which reduced and controlled the dust issues in the room
- Participate in an Continuous Improvement Autonomous Maintenance team, learning the process and improving the equipments system performance and reliability
- Update and maintain the Hannibal Bars team "Toolbox program"
- Lead the Continuous Improvement Job training process for the Bars team, developing OJT's (On the Job Training), SOPs, and OPL's (One Point Lessons) for the training of new employees that come to the department
- Decrease the team's allergen changeover times by 30%
- Completed Why Whys to find the root causes of equipment and process failures; develop solutions for the department
- Assist in several system and project start ups
- Organize and planned monthly training seminars for the Bars department
- Involved in the sourcing of new talent to the organization; Includes formal interviews and "box-building" exercises
- Participate on the Bars department "5S (Sort, Set in order, Shine, Standardize, Sustain) committee"
- Managed my team and systems through a department expansion which resulted in the hiring of 17 new operators per team and almost doubling our production
- Mentor to the Bars department OMA (Operations Management Associate)

Great Falls, MT- Team Leader I

November 2004 – March 2007

My position in Great Falls was very diverse. I gained great exposure to many different aspects of the business giving me a broad foundation to understanding the business as a whole. In addition to my primary roles at the plant, I also participated in a rotation as a transportation and logistics coordinator – coordinating all outbound loads through SAP. I then spent a rotation as a team leader - managing different department teams (operations, maintenance, and quality) I also assisted in the budget planning process and interviewing of new hires. My three primary responsibilities as a Team Leader I included:

Continuous Improvement Leader

- Implemented the Continuous Improvement (CI) program with the leadership team and wage employees
- Developed training materials and visuals for each pillar or section of the program and CI updates
- Created the Great Falls, MT plant user friendly website
- Organized many areas in the plant using the 5S tool
- Created several One Point Lessons (OPL's), which ultimately led to me creating a web-based database for storage
- Facilitated the creation of a master plan (goals) with the leadership team annually
- Created a web-based database to store all Why-Why's created
- Organized and facilitated a monthly CI meeting with the plant leadership team
- Assisted in the completion of a loss and gap analysis for the facility packaging and processing lines

Project Engineer

- Coordinated and lead the 2005 and 2006 Great Falls Mill United Way campaign
- Completed a shrink wrap study
- Coordinated a blower refurbishment program with Blower Engineering
- Assisted in bi-yearly fumigations and/or "heat up"
- Implemented a video conferencing system
- Updated the plant security system
- Integrated Maximo to the maintenance program for the Great Falls plant
- Great Falls Millfeed project – start up and project manager
 - Managed a \$750,000 project budget

- Developed the project scope
- Coordinated with vendors and contractors to order all equipment and machines needed to ensure that all specifications of the project were met.
- Supervised all demolitions and installations
- Assisted in the project and layout designs
- Approved all drawings and specs
- Managed the project start-up

Environmental Coordinator

- Led the Great Falls Environmental program, ensuring a minimal environmental footprint within the state and community
- Developed and presented annual Environmental training classes
- Standardized a very detailed yearly task list to keep up to date on deadlines and objectives using Microsoft Outlook
- Updated and revised the Great Falls plant SPCC plan and SWPPP plan
- Developed the plant's Environmental website by uploading all plans, policies, and training material for easy access
- Submitted all forms, policies and documentation in compliance with the Montana State DEQ and other agencies

Vallejo, CA - Operations Management Associate (OMA)

July 2004 – November 2004

My role in Vallejo was short due to a plant closure, but during my stint here I gained an understanding of the flour milling science and operations. I also assisted in the management of a plant closure.

Kansas City, MO - Operations/Engineering Internship

June 2003-August 2003

I executed many small projects during my internship in Kansas City, including:

- Organized and preformed packaging line audit
- Researched and implemented new training techniques for packaging line employees
- Obtained bids and secured quotes from vendors and contractors given various constraints; facilitated the demolition of old flour mill equipment and the implementation of new flour mill equipment
- Created product flow diagrams using CAD
- Developed Synthesis Roller mill roll changing procedures and revised the preventative maintenance schedules
- Assisted in weekly sensory testing

WEIGH-RIGHT, INC.

January 1998-June 2003

South Hutchinson, KS – Internship

Weigh-Right, Inc was a small business that gave me an opportunity to spend my summers trying out several different areas of a business to find my true passions. I developed my skills at Weigh Right in the following areas:

Engineering:

- Organized and preformed prototype testing for onboard truck scales
- Designed facility layout for production assembly line
- Secured vendors given various engineering constraints for production materials
- Developed and revised numerous installation manuals

Marketing:

- Team leader in the development of product training video
- Created power-point sales presentations and marketing videos
- Oversaw and designed the layout for web-page update
- Researched background of potential customers to optimize sales efforts

Operations:

- Worked with vendors to develop volume pricing for Bill of Materials
- Developed Excel and Word templates
- Assisted accounting department with accounts payables and filing
- Assisted in annual inventory counts

REFERENCES - Available upon request