

REBECCA HIPP

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EXECUTIVE SUMMARY

Certified, project leading professional, and leading multimedia producer for commercial, feature, scientific, documentary, and educational video is seeking the next step. Ms. Hipp delivers on reasonable budgets, in timely fashion, for small to large scale projects.

PROFESSIONAL EXPERIENCE

RTI INTERNATIONAL

Research Triangle Park, NC

An Independent Scientific Research Institute

Project Manager of Creative Video, Graphics, and Web Development

September 2018-Present

- Implements multiple projects under various time and budget constraints
- Generates project scopes, establishes objectives, evaluates technical feasibility, and resource availability and allocation
- Prepares proposal budgets including labor hours and third-party vendor estimates
- Establishes and maintains relationships with clients and all relevant stakeholders
- Organizes and forecasts video team's work including prioritization and assignment of tasks to staff
- Develops project timelines and budgets
- Monitoring for changes in project scope, schedule and cost including risk assessment
- Onboards third party vendors and oversees financials, purchase orders, and invoicing
- Procures film crew and talent and coordinates with outside agencies
- Coordinates film crew and talent logistics including travel, lodging, schedule, and role requirements
- Performs as an on-set producer during film shoots
- Prepares daily schedule, call sheets, facilitates cast/crew communications, and operates teleprompter
- Maximizes way of working (wow) for agile web development project teams
- Establishes project charters, roles and responsibilities, communication plans, change management processes, scrum cadence, and sprints
- Trains and mentors new and junior staff
- Creates and implements video production processes
- Ensures that all projects are delivered on-time, within scope and within budget
- Consults with leadership on the vision and creative strategy for the department growth
- Advises, consults, and recommends solutions and strategies for the implementation of projects

Project Manager – Global Health Technologies

July 2014-August 2018

- Lead commercial clients through the new drug development process with Food and Drug Administration (FDA)
- Developed agendas documentation for and participated in project meetings
- Provided Investigation New Drug (IND) project timelines for FDA submission deliverables
- Prepared and filed regulatory submissions for IND and New Drug Applications (NDA) to the FDA
- Maintained physical security of FDA regulated project files
- Assisted with managing contractual compliance issues
- Developed resolutions to meet productivity, quality, and client-satisfaction goals
- Reviewed documents for quality control
- Contributed to project proposals and drafted study report sections

Documentation Specialist

July 2012-June 2014

- Prepared final toxicology study reports and documents to client specifications
- Formatted source files for government compliance with Section 508 of the Rehabilitation Act
- Performed 508 validation testing and other clerical, administrative, and general office duties

DIOSYNTH BIOTECHNOLOGY
A Biopharmaceutical Contract GMP Manufacturing Facility

Morrisville, NC
2007-2010

Quality Assurance Document Control

- Provided GMP and formatting review of documents and forms for compliance and completeness
- Issued and maintained controlled documents for GMP facility
- Instructed Employees in Electronic Document Management Systems (EDMS) Training Classes
- Verified product batch records before distribution to manufacturing
- Identified GMP controlled process deviations and supported investigations
- Assisted and educated others on the process of document preparation and approval

SANDOZ NOVARTIS
A Pharmaceutical GMP Manufacturing Facility

Wilson, NC
2006-2007

Quality Assurance

- Provided detailed review of manufacturing and packaging batch records for compliance per Standard Operating Procedures (SOPs)
- Performed the final review of documents before distribution of the product to market
- Documented data for individual formulation of manufacturing records for annual reviews
- Trained all new employees in GMP practices
- Maintained and revised SOPs as required

CIRRUS PHARMACEUTICALS, INC.
A Contract Research GLP Laboratory

Morrisville, NC
2005-2006

Assistant Scientist

- Responsible for project management duties, including project initiation, updates, and closings
- Served as quality control reviewer for GLP compliance and lab notebook review and verification
- Assisted in development of policies and procedures and maintained the GLP archive
- Developed study method experiments and troubleshooting of instrumentation
- Proficient in high-performance liquid chromatography (HPLC) and liquid chromatography–mass spectrometry (LCMS)
- Performed GLP work for dry powder inhalers and their LCMS analysis

EDUCATION | PROFESSIONAL DEVELOPMENT

NORTH CAROLINA STATE UNIVERSITY **Raleigh, NC**
Bachelor of Science in Zoology

PROJECT MANAGEMENT INSTITUTE (PMI) **Raleigh, NC**
Project Management Professional (PMP), 2015
Certification Number: 1884316

PROJECT MANAGEMENT INSTITUTE (PMI) **Raleigh, NC**
Disciplined Agile Scrum Master (DASM) Training 2022

ELVTR | PRODUCTION MANAGEMENT in TV **Irvine, CA**
Certificate Earned 2025