

MS. KATHLEEN HIPP

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Employment Chronology

*Altair Associates, Inc.
Minneapolis, MN*

November, 2011 / Present

Senior Underwriting Analyst

- Senior Underwriting Analyst for an insurance and reinsurance services firm.

*Benfield
Minneapolis, MN*

April, 2001 / January 2009

Vice President, Marketing and Communications Manager

- Developed, executed, and managed marketing and communications for Benfield's U.S. division encompassing public relations, internal and external corporate communications, branding, marketing and advertising strategies, website content and marketing materials. Extensive communications and collaboration with U.S. and U.K. management. Provided leadership and direction to marketing specialists.
- Led development and execution of the first multi-channel marketing program for company's analytic specialty practice including ad campaign, website design and content, client communications, product sheets and brochures.
- Extensive copy-writing on a broad spectrum of internal and external communications.
- Developed and launched corporate re-branding project. Led synchronized implementation across all U.S. offices.

Established media protocols, policies and procedures for the U.S. business.

*Paragon, a Benfield Company
Minneapolis, MN*

June, 2000 / April, 2001

Assistant Vice President, Senior Solutions Specialist

- Created new business proposals for Paragon liaising with account teams, sales team and other operating units.
- Led asset recovery project for large Midwest insurer, from project design and implementation through identification of significant missed reinsurance recoverables.

*Benfield
2000
Minneapolis, MN*

September, 1991 / June,

Senior Account Representative (1996 – 2000)

- Worked in a team environment to manage all aspects of account servicing for large property reinsurance clients including coordination and development of program renewal information and drafted contract slips.
- Extensive communications with clients and reinsurers to complete placement, as well as day-to-day questions or issues.
- Coordinated drafting and execution of contract wordings, worked closely with accounting and claims teams to ensure correct implementation of contract terms.

Accounting Supervisor (1991 – 1996)

- Managed team of technical account representatives and performed all aspects of treaty accounting functions ranging from contract interpretation, implementation of contract terms, account processing, creating / maintaining accurate records.
- Developed and maintained strong relationships with clients and reinsurers to ensure timely collections, transfer of funds, and resolution of issues.

*Chartwell Reinsurance Company
Minneapolis, MN and New York, NY*

1981 / 1990

Retrocessional Accountant (1989 – 1990)

- Responsible for all aspects of company's retrocessional accounting, including reporting, claim identification, billing, collection, cash processing and Schedule F filings.
- Ensured adherence to contract terms through frequent and extensive interaction with accounting, claims, actuarial, and systems management to research and verify proper cessions and reporting.

Marketing Specialist (1987–1989)

- Edited and published company's advertising, sales, marketing and financial materials, including company's annual report. Wrote press releases and feature stories published in journals and annual reports

Office Manager, New York Branch Office (1981–1987)

- Launched company's first branch office to underwrite broker facultative reinsurance.
- Managed office support staff and provided administrative support for company's rapidly growing book of business, including reinsurance contract review, processing, record keeping and customer service.

Intere Intermediaries Inc
New York, NY

1980 / 1981

Facultative Reinsurance Accountant
Word Processing Manager

Guy Carpenter
New York, NY

1975 / 1980

International Treaty Reinsurance Accountant

Educational Qualifications

Matriculated toward Bachelor's Degree in Marketing, 1990 University of Minnesota.

Attended St. John's University, (*formerly the College of Insurance*) in New York from 1983 to 1985 for various insurance courses.