

Leslie Lipton
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OBJECTIVE: University teaching position related to global business and/or human relations administration.

EDUCATION

Doctor of Management, Organizational Leadership, December 2009
(University of Phoenix) [3.86 GPA]

Dissertation: The Relationship between Mentoring and Career Advancement of Millennial Women in Leadership

Masters in Organizational Management, November 2004 (University of Phoenix) [4.0 GPA]

Bachelor of Science in Business Administration, December 1987 (University of Phoenix) [3.87 GPA]

WORK EXPERIENCE:

Adjunct Professor, Florida State University, Panama City, August 2011 to present

- Classes taught: Global Operations Management, Human Resource Strategies, Business Communication, Business and Society, Strategic Management and Business Policy, Organizational Behavior

Intel Corporation

Global Retiree Relationship Manager, December 2010 – December 2011

- Responsible for education and communication with over 3,300 Intel retirees worldwide regarding benefits, community service, and social networking
- Leading technical team in the development of an externally hosted Intel Retiree Website
- Interface with Retiree Board of Directors and Vice President/Director of Intel Human Resources in maintaining a mutually beneficial, productive relationship

Global Retirement Design (U.S., Canada, Latin America Manager), January 2008- December 2010

- Responsible for retirement plan design for U.S. [401(k), profit sharing, defined benefit floor offset plan]
- Responsible for retirement plan design for Canada and Latin America
- Produced Global Retirement external and internal scans providing current trend/benchmarking data and developed design recommendations to maximize 401(k) participation and analyze efficacy of floor offset defined benefit plan
- Researched, analyzed and developed overall U.S. retirement plan design recommendations

Compensation and Benefits Organizational Design Manager, Greater Asia Region, June 2007-December 2007

- Global organization design manager. Directive to resolve conflicts between staff of Compensation and Benefits and Greater Asia Region that resulted from intersecting roles and responsibilities. Focused on productivity optimization with recommendations to the Directors of each unit. Recommendations adopted

Global Immigration Manager, August 2003 - June 2007

- Managed global staff of 21 employees in nine countries and associated budget (\$2M)
- Outsourced immigration services to meet Intel's global business requirements; Interviewed and hired three global immigration firms – two of which were law firms and one a consulting firm. Worked additionally with the three supervising firms to hire and monitor performance of local sub-contracted law firms in the target countries
- Responsible for immigration services' delivery reengineering (visas, work permits and passports for foreign nationals working in the United States and Intel plants throughout the world as well as U.S. citizens working in 60 countries. Focus on efficacy of country to country entry within those countries which have Intel operations)
- Met with consular officers and legal consultants developing diplomatic relations between the host countries and Intel:
 - India (New Delhi and San Francisco, CA)
 - Russia (Moscow)
 - Costa Rica (San Jose)

- China (Shanghai, Cheng-Du, and Beijing)
 - Israel (Tel Aviv, Jerusalem)
 - Ireland (Dublin)
 - Brazil (Sao Paulo)
 - Argentina (Buenos Aires)
 - Malaysia (Penang)
 - Philippines (Manila)
 - Viet Nam (Ho Chi Minh City)
- Met regularly with worldwide plant managers in the above countries regarding five year projections of immigration needs (inbound and outbound related to engineering requirements)
 - Interfaced with Department of Labor officials in Washington D.C. to discuss expanding H1-B visa opportunities and policy (increase annual number of professional foreign nationals allowed to work in U.S.)

Retirement Services Manager, July 1993 - August 2003

- Managed an organization of 35 employees and associated budget (\$4M)
- Responsible for the administration of Intel's Sheltered Employee Retirement Plans (\$6.2B assets) with Fidelity Investments including negotiations with Fidelity to provide an investment platform and conversion from the prior provider. During the recordkeeping conversion (from Merrill Lynch to Fidelity), duties included managing team of 120 employees and consultants to oversee recordkeeping accuracy of the \$6.2B transfer (18 month project)
- Ensured compliance with tax regulations; interfaced with staff counsel, outside law firms and Intel Treasury department (corporate treasurer)
- Served on the Board of Directors of the Profit Sharing Council of America (an industry association influencing legislation affecting pension plans)
- Reported to Sheltered Employee Retirement Plan Committee (Vice Presidents of Tax, Treasury, Legal and Human Resources) regarding ongoing conversion issues and performance of providers
- Merged or terminated 32 retirement plans of companies acquired by Intel (1998-2002)
- Developed materials and delivered annual management and employee performance reviews to all managers of 800 employee organization. Accountable for quality of written performance reviews (1998-2002)

Components Contracting Finance Supervisor, August 1988 – July 1993

- Responsible for financial close process, payment of supplier invoices, audits
- Managed Plan and Plan of Record process including budgets, planning and spending forecast
- Managed a staff of four employees

U. S. Customs Cost Accounting Supervisor, April 1981 - August 1988

- Managed U.S. Customs audits and compliance with regulatory requirements including managing audit review by U.S. Customs Service
- Trained finance employees on the accurate usage of the cost accounting declaration data
- Supervised a staff of four employees

Business Related Teaching/Information Distribution Experience

- Guest Lecturer at Arizona State University School of Business, International Business, *Immigration Barriers and Challenges*. Phoenix, AZ (2004)
- Panelist Littler Law Global Conference, *International Business Challenges*, Phoenix AZ (2004)
- Symposium participant with Department of Labor, *U.S. Immigration Policy*, Arizona State University (2004)
- Intel University:
 - *Retirement Planning* (assisted in development of curriculum presented to pension plan participants), 1 ½ day presentation at multiple sites [Santa Clara, CA, Folsom, CA, Phoenix, AZ, Hillsboro OR, Albuquerque, NM] (1993-2000)
 - *Management and Leadership* (assisted in the development of curriculum presented to peer managers), 1-3 day presentations in Folsom, CA and by teleconference to all other U.S. sites. Classes included *Budgets and Planning, Performance Management, Writing Performance Evaluations, Employee Management for New Managers, Active Participation in Employee Performance Ranking and Rating Sessions, Senior Management Skills Enhancement* (1999-2002)

- *Project Management* (assisted in the development of curriculum, and presented to peer and subordinate managers), Folsom, CA and Santa Clara, CA (2002)
- Participant (Mentor) in Intel's Mentoring Program. Mentored several millennial generation mentees over a three year period. The mentor-mentee relationship was a formal one on one process of scheduled teleconferences and personal contact over a six month period
- Presentations to Intel employees at all overseas plants on best practices when visiting or working in countries other than country of citizenship

Professional Association Memberships and Certifications

- Member - International Foundation of Employee Benefits, Certificate of Employee Benefits Specialist (in progress). Attend educational conferences throughout the year regarding retirement and healthcare benefit; study coursework, test towards certificate (Certified Employee benefit Specialist/CEBS) (2009-2011)
- Member - Society of Human Resource Management (SHRM). Attend periodic conferences related to global business training – human resources and immigration focus (2004 –2011)
- Member – Silicon Valley Retirement Group. Attend monthly teleconferences related to current retirement/pension issues for benchmarking purposes. Group comprised of representatives from peer hi tech companies (2004-2006)
- Member – Western Pension and Benefits Association (1993-2003)
- Member - Silicon Valley Employee Forum. Group comprised of peer high tech companies for benchmarking with focus on 401(k) plan issues (2007-2009)
- Opposite Strengths Certified and Licensed Executive Coach (2010-current)