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**MARY HUFFE**

**Team Leader, Data Processing/Mailing**

ETC Institute

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**SUMMARY OF EXPERIENCE**

Ms. Huffe has more than 20 years of experience in logistical activities. Prior to coming to ETC Institute, Ms. Huffe was the receiving manager for K-Mart, responsible for both receiving and organizing incoming stock in an orderly, documented accounting form for loss prevention. She completed an assessment and developed a plan to improve the utilization of warehouse space and decrease unloading time, thereby making sure products reached consumers as quickly as possible. She was also responsible for providing customers with information about products and sales throughout the store.

Ms. Huffe is the Team Leader in the data processing and mailing operations at ETC Institute. She assists the President and Vice Presidents of ETC Institute regularly to track the survey process from mailing through completion. She manages an average of 15-20 surveys concurrently.

Prior to becoming Data Processing/Mailing Team Leader, Ms. Huffe conducted travel household interviews for multiple studies, mentored ETC Institute’s entry level employees, and assisted with the training of new associates. Ms. Huffe handles all daily mailings and has coordinated mailings as large as 50,000. She works closely with the US Postal Service and two support mailing services as she coordinates and tracks mail delivery. She manages all ETC Institute mailing for Household, Workplace, and Commercial Vehicle Studies. She is responsible for the mailings on transportation studies such as those listed below.

**RELEVANT PROJECT EXPERIENCE**

* Abilene, TX
* Amarillo, TX
* Austin, TX
* Bryan-College Station, TX
* Corpus Christi, TX
* El Paso, TX
* Houston, TX
* Killeen, TX
* Lubbock, TX
* Midland-Odessa, TX
* San Antonio, TX
* Tyler/Longview, TX
* Waco, TX
* Wichita Falls, TX
* Jefferson, Orange, Hardin Regional Transportation Study
* Rio Grande Valley Household Study