

Lori Beiner

Project Manager (Contract) - Infinite Computer Systems / Conduent

Islip Terrace, NY - Email me on Indeed: [indeed.com/r/Lori-Beiner/7ed9edde60f5d230](https://www.indeed.com/r/Lori-Beiner/7ed9edde60f5d230)

Senior Project Manager with experience successfully managing all phases of the Full Project Life Cycle for multiple IT Projects. Strong ability to work with a range of Employees, Clients and Vendors at different levels and to bring Teams together for successful outcomes. Excellent working knowledge of Microsoft Project. Mentored Team Members on Project Competencies.

Areas of Expertise:

- Adaptability • Communications • Coordination
- Problem Solving • Monitoring & Reporting • Critical Thinking

Authorized to work in the US for any employer

WORK EXPERIENCE

Project Manager (Contract)

Infinite Computer Systems / Conduent - New York, NY - February 2017 to Present

Contracted as a IT Project Manager to facilitate and execute the day to day responsibilities of a system redesign. Reworked and maintained detailed project plans. Facilitated meetings that brought together Developers and Analysts to develop solutions for items at risk. Created and submitted weekly status reports for Senior Management.

- Managed a project to redesign a product website to allow the company to stay current within the benefits market.
- Maintained SharePoint Issue Log used to discuss the resolution of recorded issues.
- Coordinated with Direct Managers on the prioritization of resources and work as changes in the Project occurred.
- Reviewed work by the Project Admin to ensure the MS Project Plan was properly updated.

Project Manager / Senior Associate

Mercer, Benefits Outsourcing - New York, NY - July 2015 to December 2016

Project Manager that held overall responsibility for benefit implementation and system remediation. Developed detailed Project Plans and worked closely with resources to ensure milestones were met. Facilitated status meetings with Internal and External Stakeholders to discuss status, issues, and risks. Coordinate needed resources with Resource Managers. Worked with Senior Management to mitigate risks when needed. Coordinated resources across Teams.

- Designed and managed a plan to remediate a Client's system issues resulting in a continued business relationship.
- Created a standardized reporting methodology used by the Vendor Teams that improved the quality and on-time delivery of files.
- Created a standardized MS Project Plan template used to streamline the planning phase.
- Managed implementation of the transfer of benefits for a Company that was acquiring another.

Project Manager

Xerox Services - October 2003 to July 2016

Executed and facilitated all day to day responsibilities of a Project Manager. Designed and managed complex cross team implementation projects. Managed IT Projects for technology enhancements and efficiencies.

Developed fully networked Project Plans to track progress and to insure milestones were met. Led internal and external meetings reviewing the status of Projects, issues and risks and upcoming tasks.

- Completed Client Implementation Projects on time and within budget resulting in referrals used in future sales deals. These projects consisting of building a Website for the Client, front and backend systems used by the ongoing Client Team and a Call Center.
- Managed a program of migrating Client's Benefits Website including: Performing Gap Analysis, Writing Business Requirements and Technical Specs. Managed Enhancements that were needed to keep plans in compliance for each client.
- Bridged the gap between the Business and Technology Departments, which enabled fast tracked resolution of issues.
- Assisted in prioritizing work of resources.
- Monitored progress and escalated risks to Managers when needed.
- Led Change Control Meetings to reduce scope creep.
- Created templates for Project Plan and processes that was used by the Global Project Management Team reducing the timeline of projects.

Systems Analyst

Xerox Services - December 1998 to October 2003

Worked with developers to implement a new IVR system. Created technical specs with the input and approval of internal and external clients for their IVR and Call Center System. Systems Tested and collaborated with developers to address issues before and after production moves.

- Collaborated with developers to address design flaws with the logic and flow for a new IVR.
- System tested systems for Y2K.
- Created technical specs and system tested plan specific requirements used for 401(k) implementations and plan design changes.
- Supported developers in the build of an internal parameter system used to create Web Sites and ease client setup.

Call Center Representative

Xerox Services - September 1997 to December 1998

Answered inbound and placed outbound calls for a 401(k) Call Center. Responsible for the documentation of each call. Provided information and placed mutual fund trades on behalf of a participant. Placed outbound calls when issues were resolved.

- Obtained Series 6 license allowing to place mutual fund trades.
- Supplied information to participants from many different clients.
- Serviced calls for the Specialty Group. Required to place time sensitive mutual fund trades of substantial amounts.

EDUCATION

Bachelor of Science in Biomedical Engineering

Boston University - Boston, MA
1997

LINKS

<http://linkedin.com/in/lori-beiner>