

Judith A. Koldewyn, MBA, PMP  
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A skilled project manager with 10+ years' experience in a Project Management role with a strong background in team development. Possess strong leadership capabilities, sound judgment, and the ability to work effectively with and influence clients, team members, management and external groups. Experience leading large application development, data moves and migration and infrastructure design/deployment projects. Experience with project budgetary responsibilities, ensuring that project is kept on schedule and within budget. Ability to acquire a thorough understanding of the business/client environment and systems, connectivity and application technological alternatives.

## Professional Experience

### **Verizon, Basking Ridge, NJ**

*Project Manager/Consultant – Corporate Tax IT*

*7/15-present*

Plan, initiate and manage Corporate Tax Information Technology projects. Current managing 20 IT projects.

Plan project stage and assess business implications for each stage. Monitor progress to assure deadlines and standards are met.

Responsibilities include:

- Establish and execute a project communication plan
- Prepare project status reports by collecting, analyzing and summarizing information regarding level of effort, resource requirements, project priority conflicts
- Identify need for initial or supplemental project resources
- Manage project execution to ensure adherence to budget, schedule and scope
- Utilize SDLC and Agile processes
- Monitor or track project milestones and deliverables
- Develop and manage work breakdown structure
- Perform risk assessments to develop response strategies
- Develop project plans
- Additional responsibilities include in depth knowledge of Clarity for onboarding resources, tracking the level of effort for all projects by resource weekly and determining capacity and demand for each resource. Data is used by senior management for quarterly reviews for progress of the project management portfolio.

American Cancer Society  
*Database Resource Assistant*

*2/15-7/15*

Assist National Communications Information Center specialist in maintaining and updating Resource Database.

**ADP, Roseland, NJ**  
*Project Manager*

9/14-11/14

Management of software and hardware releases from functional testing through test acceptance phase to production.

- -Control of software releases into production
- -Meet business time-to-market dates
- -Risk mitigation
- -Partner with test groups to ensure timely receipt of certifications
- -Worked directly with R&D organization
- -Ensured that there was no conflict to products being deployed into production

**Prudential, Roseland, NJ**  
*Project Manager*

12/13-3/14

Project Manager working with development team to create a fully automated disability metrics reporting solution for internal user groups

**Infrastructure requirements entailed creation of data mart for storage of critical reporting data**

- Maintaining project schedule
- Management of RAID Log (risks, action items, issues, decision)
- Working with development team on reporting requirements
- Documenting infrastructure required to produce required reports and data feeds
- Facilitated and led project team meetings and responsible for building effective project team
- Identified risks and escalated risks and issues to management for resolution when necessary
- Issuing of meeting minutes
- Issuing weekly project status report

**Subsystem Technologies, Inc.**

*PROJECT MANAGER – Picatinny Arsenal, Dover, NJ*

5/2013-8/2013

- Created and maintained project schedules for a number of projects within the project organization.
- Tracking EVM vs. budget
- Used Microsoft Project Enterprise 2007 -updated project schedules, identified the project's critical path, tracked overall program and individual project status, captured interdependencies between individual projects, reported on schedule variances and recommended corrective actions.
- Interface with various functional groups to capture and build their project specific plans, identify key milestones and deliverable dependencies among the individual projects.
- Tracked costs against the plan to report the financial status of the project relative to the available budget.

**AIG**

10/2012-4/2013

*Project Manager- Livingston, NJ*

Global Services organization – primary area of responsibility was Project Management of migration of backup environment and storage on Windows servers from Legacy data center to Next Generation data center. Goal of project was to reduce migration and operational risk; improve network performance and improve backup/restore/de-dupe capabilities.

Primary responsibilities were:

- Identification of stakeholders and team members
- Weekly status meetings/distribution of meeting minutes
- Project schedule development
- Master Server list development
- Issue/Risk management
- Established project management template to provide key insights such as problem and solution statements, scope, project objectives, risks, communication plan, milestones, timelines, go-live date, and system impacts
- Prepared project reports; provided summaries and recommendations of projects to the appropriate person(s), throughout all phases of the project including project close-out

**Dun&Bradstreet- Parsippany, NJ**

8/2011-5/2012

*Project Manager/Business Analyst*

Technology and Financial Billing Systems organization – primary area of responsibility was Release management with responsibility for resource tracking, funding, scheduling and deployment of software releases for major business applications.

Primary responsibilities were:

- Identification of all items that needed to be coordinated, managed, scheduled and planned across a release
- Analyzed business reporting requirements by conducting information gathering sessions with stakeholders, gaining understanding of business needs
- Ensured that requirements that impacted other projects were submitted to the other projects' requirements lists
- Tracked changes to requirements and communicated any impacts to affected parties
- Ensured that the tasks associated with deliverables were included in the project plan
- Implemented appropriate tracking system for use during project life cycle
- Managed deployment of the deliverables to the test environment
- Managed deployment of the deliverables into production
- Facilitation of weekly workstream meetings
- Weekly status reporting
- Issue and Risk management
- Change control management
- Financial tracking of resources against budget

**SANOFI-AVENTIS:**

9/2010 – 12/2010

*Project Manager – Bridgewater, NJ*

Project was focused on testing the redesign of the web site in the development, staging and production environments. This included creation of a detailed deployment schedule for each new change that would be input into the client's web site. Facilitating meeting with the IT deployment team to schedule deliverable dates and initiating a risk strategy for potential missed milestones. Cutover to the new web site was scheduled for 12/17/10 and it was successfully done on time, within budget.

- Managed quality control for new web site design for December 2010 launch
- Created web site user scripts
- Facilitated cross-functional team meetings
- Deployment tracking
- Quality testing of web site for functionality
- Vendor management
- Change Management
- Knowledge of FDA requirements and regulations regarding pharmaceutical communications

**VERIZON TELECOMMUNICATIONS:**

8/2009 – 8/2010

*Senior Project Manager – Basking Ridge, NJ*

Senior Project Manager leading a team for Verizon dealing with realignment and transition of multiple telecommunications products and services involving multiple states. This was a merger and acquisition project that established a separate company and then merged with Frontier Communications.

Project implementation began August 2009. I came in at the beginning of the project which had a definite cutover to Frontier of July 1, 2010. Cutover was successful and project was completed July 31, 2010.

As the Project Manager my primary responsibilities included:

- Created Project Schedule; day-to-day project management
- Facilitated project team meetings
- Recorded and distributed meeting minutes
- Developed Issue Log and Action Item list;
- Facilitated meetings with business/application owners to create business requirements documents
- Created weekly status reports which were distributed to senior management and project team;
- Created risk management document.
- Distributed weekly task lists to team members detailing what they were to accomplish in the succeeding week- these were taken directly from the Project Schedule and used to determine if there was going to be any impact to the deadline if tasks were not completed on time.
- Created document repository on Sharepoint to facilitate updating of action items and issues.
- Creation of project artifacts utilizing MSPowerpoint and Excel

**AIG – TELECOMMUNICATIONS:**

5/2008 – 10/2008

*Project Manager – New York, NY*

- Project Manager for AIG in New York. Completed three large telecommunications/infrastructure moves in New York and Philadelphia. Client was moving from digital telecommunications environment to VOiP.
- Involved project plan development, risk/crisis management, vendor management, facilitation of technical team meetings, management of internal and external resources, development of communications plan across all stakeholders, coordination of all equipment deliveries.
- Projects entailed 400+ users and dates for completion were on time with no end user complaints on day one. Completed Weekly Status Reports for each project from inception to completion.
- These were reviewed by Senior Management as to the progress of each project.
- Managed Change control for large, complex telecommunications and IT relocation for client; oversaw Release management for move to new telecommunications protocol

**EMC:**

10/2006 – 5/2008

*Project Manager – New York, NY*

- Created the PMO and was the Program Manager for multiple EMC projects at BNY Mellon
- Single point of contact for the client to EMC for issues' escalation and resolution.
- Developed one, unified project status report across 17 projects that was distributed and reviewed weekly by the Executive Management team of the BNY Mellon
- Participated and reported at CIO bi-weekly meetings.
- Developed strategic program for all project managers that demonstrated the business value of each project. Involved with contractors and third party vendors regarding their role and contributions for a given project
- Release Management
- Developed, implemented, and supported dashboard tools utilizing MSPowerpoint, MSProject and Excel to be used by IT Portfolio Managers and PMO teams

**ACCENTURE:**

7/2005 – 10/2006

*Project Manager – Florham Park, NJ*

- Project Manager for H&R Block for a \$50M data center move and migration project. Customer was moving their world headquarters to a new location and this included moving their data center.
- Customer had 135 applications and 650 servers. Data center migration included establishment of project management organization, governance model, change management process, coordination of subcontractor activities, coordination of all project deliverables and management of all phases of the data center migration from discovery and analysis through implementation.
- Managed three migration consultants, two migration assistants, one customer PMO analyst and one subcontractor. All data migrations were delivered on time with no major incidents.
- Day-to-day project management, financial reporting and scheduling
- Project management & oversight, tracking, reporting and issue resolution
- Risk management
- Change Control management
- Communication Plan development and execution
- Worked with external vendors and community officials

- Human Resource management
- Quality Assurance reviewer at Bear Stearns with regard to the migration of hardware and applications to a new data center
- Participated in Executive Management development of a Value Added Project Management Course at Accenture Headquarters.
- Member of team that developed an RFP for consolidation and re-structuring of Pfizer data center in NJ and CT.
- Provided process and business analysis regarding issues/risks inherent in the re-structuring. Team was solely --focused on providing a solid solution to the client in a competitive bid environment.

MSWord, MSEXcel, MSProject, Visio and MSPowerPoint, PMBOK Methodology, ITIL Service Management, SharePoint, Risk Management, Change Management, Release Management, HR Management, Vendor Management, SDLC, Clarity, Data Center Migration, Agile

### **Education**

- B.S. - Business Administration - College of St. Elizabeth
- M.B.A. - Fairleigh Dickinson University

### **Certifications/Memberships**

- Associate's Certification – Project Management – George Washington University
- Project Manager Professional (PMP) since 6/2005 – certification #231889
- A.B.A. Certification –Paralegal –State of New Jersey
- Member of Project Management Institute (PMI)
- ITIL Foundations Certification