

# DORA TARVER

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## Program Manager / Agile Solutions Design & Delivery Leader

*Proven Success in Developing & Delivering Digital Transformation*

- ★ Recognized for her strong leadership, organizational, and motivational skills.
- ★ Strong skills in managing multiple deliverables simultaneously
- ★ Oversaw multiple project teams following Agile and Waterfall methodologies
- ★ Managed budgets, forecasts and cross functional teams.
- ★ Analyzed and mitigates risks and successfully controlled change.
- ★ Produced reports for senior management and business stakeholders
- ★ Excels at delivering Dev/Ops projects and programs in cross functional environments using change management, risk control and weekly reports to senior management.

### QUALIFICATIONS

<b>Applications:</b>	MS Project, Project Server, SharePoint, Azure Dev Ops, Jira, O365 Office Suite, PowerBI, Qlik, Adobe, Azure Cloud, Salesforce, IPSoft Automation (See addendum for more.)
<b>Development:</b>	Kuberbetes, Git, Hadoop, Hive, SQL, JSQ, Javascript, HTML, C, C++, COBOL, Java, Fortan, Assembler, Pascal, Realia Cobol, dBase, .NET, JCL, JScript, PHP, PL/SQL, PowerScript, REXX, Unix Shell, JQL.
<b>Operating Systems:</b>	Windows 95-2016, UNIX, Linux, iOS, MVS, IMS RISC, DOS, VM, OS/2, AS/400, Xeniz, SunOS (and more)
<b>Methodologies:</b>	Scaled Agile, Waterfall, Scrum, Extreme Programming, Lean. Visit <a href="https://doratarver.com">https://doratarver.com</a> for certifications and more.
<b>Management Processes:</b>	Risk Management, Change Management, Communications Management, Team Building, Quality Management, Portfolio Management, Program Management, Cost Management, Intake and Estimation, Test Planning & Management, SW Development Management, User Interface Design, Resource Time Management (and more)

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## Program Manager / Agile Solutions Design & Delivery Leader

### **MetLife, Cary, NC. - 2014 to Present - Solutions & Delivery Leader**

Ms. Tarver has collaborated with enterprise architects, software engineers, and product owners, and successfully delivered numerous releases and projects. At the same time, she has increased productivity by creating intake systems to manage requests. She has collaborated with teams to design workflow systems to gather and track estimates that itemize the time, cost, scope and resources needed.

- Most recently served as a scaled agile team member using Azure DevOps to deliver a scalable solution for Enterprise Orchestration in manageable tiers.
- Initiated and developed an intake system for managing business intelligence requests using Jira. Simultaneously led teams to deliver Cognos, Qlik and PowerBI report requests.
- Led solution efforts for several data projects for various lines of business including cloud based solutions.
- Designed and developed templates and artifacts to improve cross-organizational efficiencies and knowledge.
- Delivered Chile ProVida Data Hub which automated the ingestion of sources of record into Big Data.
- Managed activities and improved processes to deliver the Argentina Big Insights platform. This provided the business the ability to access sources of record from Qlik for their social engagement campaigns.
- Also designed and managed the intake system for new requests from LatAm and US consumers.
- Led numerous programs and projects for Retirement & Income Solutions (aka) Corporate Benefit Funding.
- Responsible for financial tracking, change management, resource planning and managed business relationships.
- As an innovator and a thought leader sought continual improvement while delivering.
- Obtained Leading SAFe certification and planning to obtain Scrum Master certification

### **Integrity Plus Corporation (IPC) - 1990 to 2014**

IPC was a privately owned consulting company based in New York. Customers served included a diverse range of industries including but not limited to the following. Ms. Tarver began her career as a **Software Engineer** and eventually moved into leadership roles.

- **MetLife**, September 2013 thru March 2014. Global Rollout of SharePoint in Asia, Latin America, Europe, Middle East and Africa.
- **New York Presbyterian**, January 2013 thru June 2013. Managed web development group and deployed best practices for achieving their online goals.
- **EMC<sup>2</sup> & MasterCard World Wide**, August 2012 thru December 2012. Led the SharePoint migration and global rollout.
- **Benchmark Education**, January 2012 thru May 2012. Manager and Solutions Architect for a new SharePoint install.
- **PepsiCo**, June 2011 to December 2011 (Beverage)

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- **MediaBrands**, June 2010 to May 2011 (Media Assets Management)
- **IPC**, November 2009 to May 2010 (eCommerce)

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- **CBS Corporation**, May 2008 to October 2009 (Media / Broadcasting)
- **StarPOINT**, June 2007 to December 2007 (Contracting)
- **AXA – Equitable**, September 2006 to May 2007 (Finance / Insurance)
- **Nomura Holdings**, April 2006 to August 2006 (Bank / Finance)
- **AXA – Equitable**, May 2004 to March 2006 (Finance / Insurance)
- **ECommerce Partners**, January 2004 to April 2004 (eCommerce)
- **Weight Watchers.com**, June 2003 to December 2003 (eCommerce)
- **Cendant**, January 2003 to June 2003 (Consumer Services)
- **Bowne**, July 2002 to January 2003 (Publishing)
- **New York Times**, December 2001 to June 2002 (Publishing)
- **NYK**, April 2001 to October 2001 (Logistics / Shipping)
- **New York Interactive**, November 2000 to February 2001 (eCommerce)
- **New York Life**, July 2000 to October 2000 (Insurance)
- **Dean Witter (Morgan Stanley)**, April 2000 to July 2000 (Financial)
- **Cablevision**, October 1999 to April 2000 (Broadcasting)
- **Marsh & McLennan**, June 1999 to October 1999 (Insurance)
- **Paradym4**, May 1999 to June 1999 (Contracting Firm)
- **Schroeder's Capital Management**, October 1998 to May 1999 (Financial)
- **Bank of New York**, May 1998 to October 1998 (Banking)
- **MetLife**, November 1997 to May 1998 (Insurance)
- **Ross Labs**, August 1996 to October 1997 (Pharmaceutical)

### **Education:**

Bachelor of Arts, Brandeis University  
Universidad de Seville, España (Junior Year Abroad)  
Master of Science, Boston University

### **Additional Certifications & Training:**

- CELTA Certified – Cambridge University, England
- Thinking into Results Certified Consultant, Proctor Gallagher Institute
- Microsoft University - Microsoft Project
- Microsoft University – SharePoint
- [IIL- Project Management Excellence](#)
- [PMI – Project Management Professional Examination Review Course](#)
- [PMI – Project Management Controlling](#)
- [PMI - Capturing Project Requirements & Developing Project Scope](#)
- [PMI - PMP Review Process](#)
- Lean IT - Foundations Certified
- Scaled Agile – Leading SAFe Certified

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## ADDENDUM for MetLife Projects

(The following is an example of successfully managing multiple programs & projects simultaneously)

### 2019-2020

DnA: ADPTS  
DnA: CCM Reporting  
DnA: Connected Benefits  
DnA: Pet First Eligibility  
DnA: MFT for New Email Data to MDB  
DnA: MFT from DialogTech  
DnA: Abilitec, Oracle and Adams  
DnA: P&C Replatforming  
DnA: Pet Insurance - GSSP Integration  
DnA: DXC in MDH in Panorama program  
DnA: PF20 P&C Re-platforming  
DnA: Pet First API  
DnA: Cognos report Automation  
DnA: A&H NextGen  
DnA: EDM Death Match reports  
DnA: BOSS case Manager  
DnA: EDM integration  
DnA: Qlikview updates  
DnA: EBS Qlik  
DnA: Change Request to DTRC  
DnA: EDM Legacy PFML Onboarding  
DnA: PMFL Cognos Reporting  
DnA: RIS - Change Reports  
DnA: Updates to CBIT Reporting  
DnA: PowerBI connection with Jira  
DnA: LatAm Intake  
DnA: Chile ProVida Data Hub  
DnA: Big Data extracts optimization  
DnA: Improved management processes  
DnA: Delivered Argentina Big Insights platform  
DnA: SOR access through Qlik  
DnA: Design and deliver intake system  
Manage LatAm & US Business requests

### 2017-2018

RADAM: CBF Murex Enhancements  
RADAM: CBF RAD - RemainCo, NY Sales  
RADAM: CBF Rebranding  
RADAM: CBF RAD - RemainCo, NY Sales  
RADAM: CBF Stable Value Processing Enh  
RADAM: CBF Operations - TOM  
RADAM: CBF Operations - TOM  
RADAM: CBF Rebranding  
RADAM: RIS Murex Small Project Enhancements 2017  
RADAM: RIS BOSS Workflow Enh 2017  
RADAM: RIS-GALIC to MTL Merger  
RADAM: MTL-P3-Synthetic GICS-RIS  
RADAM: RIS QIB ASN  
SBR Server Migration  
RADAM: RIS Murex ASGN  
RADAM: MUREX Upg & Hosting Change ASSIGNED  
RADAM: BH-BOSS Workflow Enh  
RADAM: BH-RIS Vantage MetFlex Hardening  
RADAM: RIS Critical Injury ASGN  
RADAM: IIA Rptg ASGN  
RADAM: RIS Vantage GUI ASGN  
RADAM: RIS Vantage MetFlex ASGN  
RADAM: RIS QIB Enh 2017  
RADAM: RIS Vantage MetFlex-Death Claim Processing  
RADAM: RIS Vantage MetFlex Amortization Automation  
and Reporting Capabilities  
RADAM: TOM-RIS-Reporting  
RADAM: TOM-RIS-Reporting

### 2015-2016

RADAM: CBF Sub-Ledger Enhancements  
RADAM: CBF Sharepoint Development  
RADAM: Lost & Missing Annuity Process Discovery  
RADAM: Closeout Case Tracking  
RADAM: CBF Closeout Data Load of Deferred Lives  
Enhancements  
RADAM: CBF SBRWeb Enhancements  
RADAM: CBF Discov-Sep Acct Rptg Enh  
RADAM: CBF QIB Enhancements  
RADAM: CBF ICOLI Enhancements  
RADAM: CloseOut Case Tracking

### 2014

RADAM: ACE deployment  
RADAM: Portfolio Management  
RADAM: MS Project & SharePoint Trainer

**Systems include:** VRPS, GPAY, PCTS, FMS, FWS, QIB, GDI, ACE, MUREX, CMIP, ANDESA, IPAQS, SBR WebSite, MetFlex, PWB, Illustration System, US Pension processes.