



Consultant Lori Gruenbeck

Project Office Manager

Summary of Qualifications

Lori has run the project office for Automating Business since 2000 where she handles insurance administration, timesheets, billing, accounts receivable and accounts payable. She also supports product sales efforts by working with our suppliers to get price quotes, organize fulfillment, and demo equipment.

Relevant Experience

Automating Business, Inc

Project Office Manager

- Provided back-office support for a growing professional services company. Responsibilities included billing, accounts receivable, accounts payable, insurance plan administration, sales support, vendor relations, fulfillment and office manager.

Organics of OZ, Inc.

Business Owner

- Owned and operated by Lori as an independent business, this company imports and distributes products from Australia and other countries for retail and wholesale to local markets.

Stanbridge Chiropractic

Chiropractic Administrator

- Provided front office support to a chiropractic office. Handled insurance billing/payments, and patient records.

FileNet

Systems Administrator

- System Administrator for FileNet's VAX VMS corporate record keeping systems.
- Supported FileNet internal corporate users for network and data communications requests.

Education

Lori attended college at Pacific Union College in California and Orange Coast College in Costa Mesa, CA.

Lori volunteers in the local Girl Scout and Boy Scout troops, as a classroom coordinator for the local school, and as an event coordinator for the school's annual festival.

Industry Products

Office Tools

- Microsoft Windows
- Microsoft Office tools suite
- Quickbooks Pro
- ACT contact manager