

Stephanie Benavidez

SUMMARY

Highly skilled Analyst with a proven track record in data analysis, workflow optimization, and strategic decision-making. Proven history in enhancing productivity and profitability. Known for exceptional organization, proactivity, and punctuality. Thrives in collaborative, team-oriented environments.

SOFTWARE / PROGRAMMING

Programming Languages: Python, SQL, and R. Databases: MySQL Server Management, Anaconda, Jupyter Notebook, PyCharm, Visual Studio, RStudio, DBeaver, and Snowflake Data Lake. Visualization Programs: Power BI and Spotfire. Basic Software: Microsoft Office, Microsoft Access, Microsoft Teams, Foxit PDF Phantom, Excel, Google Earth. Business Software programs: Business Works, Viewpoint, Baan, Quorum, Workday, Wolfe Pak, OGYS, Enertia, Total Rod, Alteryx, Peloton ProdView, Harmony, and Whitson.

EXPERIENCE

Endeavor Energy Midland, TX
Reservoir Sr. Engineering Tech 3/2023- Current

- Maintain large data sets that meet functional / non-functional business requirements and compile data, as necessary.
- Support the Asset Team in moving wells through the well planning process.
- Work with the Asset Team, Regulatory, Drilling, Production, and Facilities departments to collect and distribute information.
- Maintain timelines and action plans for multi-disciplinary activities and operations.
- Support engineering, geology, and management staff on economic evaluation of properties for exploration and development, production and completion optimization, and acquisition and well maintenance records.
- Build or maintain analytics tools that utilize the data pipeline to provide actionable insights into customer key business performance drivers/metrics.
- Assess the effectiveness and accuracy of new data sources and data-gathering techniques.

Business Analyst II.....5/2022-3/2023

- Ensure that the ProdView database has correct Endeavor data such as Lease Operator.
- Enter new facilities into the software so that the production data and downtime can be recorded properly.
- Monitor daily production and check for errors. If any errors exist, be able to correct and run a new report.
- Help develop new reports as the need arises either from Engineering, Production, or other departments.
- Help develop a Training Manual that is easy to understand so that it can be distributed to Lease Operators to help them master the software and get the production data entered properly.
- Train employees in the use of ProdView on both the Mobile and the Web Versions.
- Work with IT on technical support issues.
- Work with Regulatory and Production Departments on any issues that need to be rectified.
- **Special Assignment- ProdView Implementation Project:** Instrumental as an SME in the accurate and timely migration of legacy data into ProdView.
 - Verify Total Rod, Cygnet, and Enertia legacy data and data links for promotion to ProdView.
 - Ensure well-record synchronization and data links with existing Enertia records.
 - ProdView report creation.
 - Battery Setups
 - Prepared new documentation “How to” for new software.
 - Assisted with training on new software for all employees.
 - Created Excel templates to improve process flow for other departments, as well as ProdView Admin Team
 - Started ProdView Tips- through Teams, and the whole company email to show employees shortcuts or tricks to help navigate through both the Mobile and Web Version.
 - Created Process Checklist for ProdView Admins, and other Process Checklist for Production Departments to improve process flow.

Production Analyst II - Senior Production Analyst.....1/2019-5/2022

- Responsible for daily ticket reconciliation and research for monthly production for oil, gas, and water.
- Research & reconcile purchaser statements.
- Analyze well tests, downtime, run ticket vs.

- Statements, and resolve any discrepancies in volumes.
- Review volume accounting monthly gross margin reports, to ensure the accuracy of delivered barrels, and volumes, against ticket volumes.
- Enter all production information gathered for oil, gas, and water into Enertia.
- Prepare monthly purchaser allocations.
- Maintain routes in Enertia.
- Monthly closing – process production data, investigate, analyze, and resolve production discrepancies.
- Regulatory filing – Prepare, reconcile, and submit monthly production data to the appropriate state entity in, a timely and accurate for Texas PR, NM C115, and OGOR reports.
- Digital Files - scan all data each month.
- Monitor daily and monthly production at the battery and well levels.
- Contact purchasers when additional information is required.
- Interact closely with field personnel.
- Interact with the regulatory department and other departments to obtain necessary data for accurate production reporting.
- Investigate and resolve production discrepancies and follow up on outstanding issues.
- Coordinate with the Production Lead or Supervisor when needed.
- Special projects and other duties as assigned.
- Process P18s, JIBs, and other SWD invoices for production month, and submit them to the AP department for processing.

Jupiter MLP, Inc.

Midland, TX

Crude Data Analyst.....10/2017-12/2017

- Responsible for daily ticket reconciliation for the company and outside delivery facilities.
- Assist Operations, Accounting, and Commercial personnel in volume discrepancies.
- Works closely with, and in support of, functional disciplines, to ensure timely, thorough, and accurate volume data calculations.
- Follow-up to ensure functional department language sign-off.
- Follow-up to ensure business partners receive a timely response to ticket requests.
- Manage daily/weekly station log information.
- Scan and/or enter ticket/station log and other necessary documentation into Wolfe Pak.
- Maintains files in orderly, easy-to-retrieve hard-copy and electronic-copy modes.
- Maintains compliance with records retention policies.
- Research ticket/station log data for Accounting and Operations, as requested.
- Answers questions from customers regarding invoices.
- Assist Accounts Receivable/Payable personnel.
- Review volume accounting monthly gross margin reports, to ensure the accuracy of delivered barrels, and volumes, against ticket volumes.
- Follow-up as directed by Operation and or the Trading Group.

EOG Resources

Midland, Texas

Materials Coordinator.....2/2017-10/2017

- Compile and sort documents, such as invoices and substantiating business transactions.
- Code accounts payable invoices.
- Enter material transfers into the accounting system to be processed for payment.
- Maintain inventory for the warehouse to be properly billed to each lease/location.
- Research old inventory that is not accounted for in accounting systems.
- Manage all non-controllable items, including purchasing warehouse stock.
- Make sure that the non-controllable stock count matches inventory in the systems.

RSP Permian LLC.

Midland, TX

AP Accounting Assistant.....10/2015-11/2016

- Compile and sort documents, such as invoices and checks, substantiating business transactions.

- Code accounts payable invoices.
- Enter accounts payable invoices onto accounting systems.
- Apply checks to accounts receivable owners.
- Assist with W-9 compliance.
- Maintain vendor files.
- Match system-generated post sheets to invoices for filing.
- Create journal entries.
- Review vendor statements and contact vendors as needed.
- Assist accountants as needed.
- Assist with 1099's.
- Code and route invoices in Open Invoices to proper employees.

NGL Water Solutions, LLC.

Midland, TX

Office Manager11/2014-10/2015

- Daily management of Permian office staff.
- HR Duties included.
- Conducted interviews for new employees for both office and field.
- Annual and Mid-Year Evaluations of office staff.
- Provide recommendations to upper management for annual salary increases and bonuses.
- Write-ups for office staff if not able to abide by company guidelines.
- Go over company benefits and assist them in Workday to get them set up for both benefits and keeping up with their time every week.
- Made recommendations for employment and assignment of personnel.
- Compensation Management – included job performance evaluations.
- Bi-weekly payroll processing (Workday Verification).
- Maintain all Paid Time off requests – ensure time is available when taken (Workday Verification).
- Liaison between staff and VPS, as necessary.
- Correspondence on behalf of upper management.
- Liaison between the Permian Office and Denver Office, as necessary.
- Oversee Permian A/P Staff.
- Responsible for AR Collections.
- Oversee Permian Regulatory Requirements.
- Liaison between the Ticket Entry Department and how it integrates with AR billing.
- Fulfill customers' monthly special requests (Export/Reformat monthly ticketing data from Report Manager and e-mail pdfs of invoices, backups, Excel spreadsheets of invoice details, invoice summaries, etc.; Oildex and ADP/OpenInvoice submittals for respective customers).
- Research questionable well names/ownership, operators, and transporters after the Data Entry Supervisor and the team have exhausted all resources.
- Review daily receipts; assist in payment application, as necessary.
- Assist in A/R collections for the weekly updated A/R report submitted to upper management.
- Calculate/Enter/Print oil income receivable invoices monthly in Oracle for the Permian Basin.
- Generate, print, and obtain VP signature on monthly credit memo reports.
- Track customer volumes/dollars/contract pricing and adjustments – compared to the invoice summary report before billing each month.
- Review and approve/reject any invoices coming through Oracle Workflow.
- Regulatory RRC Monthly P-18, P-4, P-5, some H-10, and W-1.
- Review MSAs and price lists with customers and make sure they stay updated.

EDUCATION

Bellevue University, Bellevue, NE

M.S., Data Science, 2023

B.S., Accounting, 2021

Midland College, Midland, TX

Associate of Applied Science: Nursing, 2008

CERTIFICATIONS

Six Sigma Global Institute

Six Sigma Black Belt