Stephanie R Benavidez

Education and Training

05/2008
Associate of Applied Science:
Nursing
Midland College
Midland, TX
Dean's List 2005-2007, Awarded Wallace W., and Kathleen, of Nursing Scholarship

06/2021
Bachelor of Science:
Accounting
Bellevue University
Bellevue, NE
Dean's List (2019-2021)
Omega Nu Lambda National Honor Society

11/2023
Master of Science:
Data Science
Bellevue University
Bellevue, NE
Omega Nu Lambda National Honor Society

10/2021
Certificate:
Six Sigma Black Belt
Six Sigma Global Institute

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.

Experience

Endeavor Energy, LP
Midland, Texas
– 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
05/2022 – 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 Version.

- 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.

– Senior Production Analyst
10/2021 – 05/2022
–Production Analyst II
01/2019 – 10/2021

- 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, timely and accurately for Texas PR, NM C115, and OGOR reports.
- Digital Files - scan all data each month.
- Monitor daily and monthly production at 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 - Crude Data Analyst
Midland, Texas
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 - Materials Coordinator
Midland, Texas
02/2017 - 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.
- Handle all non-controllable items, including purchasing warehouse stock.
- Make sure that the non-controllable stock count matches inventory in the systems.

RSP Permian, LLC - AP Accounting Assistant
Midland, Texas
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 - Office Manager
Midland, Texas
11/2014 - 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.

Accomplishments

- Created a highly effective new workflow that significantly impacted efficiency and improved operations.
- Improved delivery of EDI by helping IT develop new FP software, realizing an overall increase in revenue and cost efficiency. Went from revenue of 1 million a month to 1 million a week in four months.

Software's

Basic Software's: 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.

Programming

Languages: Python, SQL, and R. Databases: MySQL Server Management, Anaconda, Juptyer Notebook, PyCharm, Visual Studio, RStudio, Dbeaver and Snowflake data lake. Visualization Programs: Power BI and Spotfire.