

# Stephanie L. Thomas

## **Professional Summary:**

Professional SharePoint Developer/ Administrator with proven strong Microsoft Office and Power App skills. Prioritizes workflow and projects efficiently and timely. Works efficiently with limited guidance; works well under pressure with excellent interpersonal skills in a team environment. Proficient software skills including Microsoft Office Suite, SAP, PowerBI, and SharePoint. Performs a wide array of administrative support functions including financials and purchasing, calendars and scheduling, data management and logistics, web design, SharePoint Projects, Training and updates.

## **Technical Summary:**

- Microsoft: Outlook, Word, Excel, Power Point, Visio, CRM, FrontPage, SharePoint Designer, PowerBI, MO365,Cloud
- InfoPath
- SharePoint (Developer/SME), Team Share
- SAP: Purchasing/Shipping/Vendor Management/Invoicing/Scheduling
- Oracle PeopleSoft
- DocQuest
- Taleo
- Adobe
- Borque Logistics
- EMC Documentum, eRoom
- Windows Vista
- Cisco Systems
- Licensed Notary
- Entry level SQL Server
- Azure
- C#, JavaScript, JQuery, HTML

## **Professional Experience:**

**Halliburton**

**Houston, TX**

**Service Planner III**

**6/3/2013- 8/13/2021**

- Work with the Global Technical Services Team to coordinate travel and logistics of the Global Technical Field Advisors
- Manage the Global Technical Field Advisors Team
- Maintain the Critical First Well Process
- Create/maintain Metrics for Technical Issue Action Tracking (TIAT)
- Maintain and Create SharePoint for the Baroid PSL

- SharePoint Subject Matter Expert and Developer for Baroid Global
- Provide Training for SharePoint and Knowledge Management
- Office Duties to include mail, maintain printer and supplies, support the team as needed
- After hours support for team as needed
- Use SAP to create PO's, input time, research personnel records, purchase supplies, expense reporting, invoicing/purchasing
- Use EPM to Maintain/Approve and research projects and for time management purposes.
- Create, analyze metrics using PowerBI
- Use PowerBI to create Dashboards for Data Reporting.
- Use Power BI to automate Metrics needed globally for reporting
- Assist with the migration of SharePoint 2016 to online based infrastructure

**Baker Hughes**  
**Houston, TX**

**9/25/2012- 11/27/2012**

**Trade Compliance Business Analyst (Contract)**

- Worked on the Duty Refund project to qualify materials for the US-Australia Free Trade Agreement from a four year time frame
- Utilized a shared drive to store/link processed BOM's, all correspondence and vendor certificates for later review
- Researched through SAP to locate BOM's, Vendors, Purchase Information and Shipping information for classifying goods for the US-Australia Free Trade Agreement
- Qualified materials and sub materials using the Harmonized Tariff Schedule and located raw materials to be classified
- Determined NAFTA qualifications based on rules including Tariff Shift or RVC
- Analyzed BOM's and material documentation to qualify for NAFTA
- Liaison with other Baker Hughes Plants to obtain vendor certificates
- Liaison with other Baker Hughes Plants to obtain information on materials such as country of origin
- Trained a team of three to research data and qualify materials
- Created a working process to more efficiently research material information and work toward weekly goals
- Assisted with a substantial potential Duty Refund Savings
- Issued vendor certificates to corresponding plants to prepare for issuance of NAFTA Certificates

**Chevron**  
**Houston, TX**  
**Executive Administrative Assistant (Contract)**

**04/20/2009- 05/21/10**

- Assisted with internal and external communications
- Managed calendars and handled all email correspondence
- Composed and typed correspondence and form letters
- Coordinated travel reports and associated planning
- Created Expense reports
- Created, organized and maintained SharePoint team site
- Use SharePoint to file, upload, edit, create and link team communications
- Trained others on SharePoint
- Creation of Websites needed for the organization
- Created and maintained Excel spreadsheets
- Maintained Financial Excel spreadsheet and metrics for Upstream Foundation
- Coordinated and analyzed invoices from contracting vendors
- Created and maintain department electronic filing system
- Converted Word and Excel documents to PDF format in Adobe Writer
- Scanned documents for storage in company data base
- Scheduled conference calls and ordered catering for internal meetings
- Ordered office supplies
- Created and maintained distribution lists
- Coordinated with Team Managers on projects as needed
- Answered a high volume of calls and multitasked with other projects
- Assisted with the move of company divisions to other buildings and floors
- Coordinated moves and the on-boarding/off-boarding of new hires and contractors
- Initiated the production of an on/off boarding web tool that created a more efficient process
- Focused on overall team safety standards and maintained monthly metrics to review and raise awareness for safety

**LyondellBasell Chemical Company**  
**Houston, TX**

**06/01/2008-12/31/2009**

**Logistics Business Analyst – Supply Chain (Contract)**

- Performed calendar management and all email correspondence
- Maintained and responded to shared mailbox
- Created and maintained department electronic filing system
- Created and maintained Excel Spreadsheets
- Assisted in special projects as needed
- Used SAP to process vendor invoices
- Used SAP to create, reverse and update goods receipt
- Used SAP to Run GR Reports and Audit Reports
- Used Documentum and Teamshare to file, upload, edit, create and link company communications
- Accessed railcar or tank car history, locate bill of lading and process vendor invoices via Bourque

- Processed vendor invoices with LiveLink
- Used Excel to import and export GR information
- Knowledgeable of Importing and Exporting goods in compliance with customs regulations

**LyondellBasell Chemical Company**  
**Houston, TX**

**10/29/2007- 06/01/2008**

**Administrative Assistant – Supply Chain**

- Assisted with internal and external communications
- Performed calendar management and managed associated email correspondence
- Composed and typed correspondence and form letters
- Created and maintained Excel spreadsheets
- Created and maintained department electronic filing system
- Converted Word and Excel documents to PDF format in Adobe Writer
- Used Documentum to file, upload, edit, create and link company communications
- Used Teamshare to file, upload and edit company communications
- Used SAP to Locate Vendors and Company information
- Accessed LyondellBasell hiring Database and applicant information via Taleo
- Created web pages and link information on LyondellBasell web page with FrontPage
- Filed archival information electronically using IRIMS
- Created Expense reports
- Scanned documents to be stored in company data base
- Scheduled conference calls and ordered catering for internal meetings
- Ordered office supplies
- Assisted in special projects as needed
- Answered a high volume of calls and multitasked with other projects
- Assisted with the move of company divisions to other buildings and floors
- Maintained excellent customer satisfaction

**Certifications:**

- SharePoint 2007 Site Administration
- SharePoint 2010 Site Administration
- SharePoint 2013 System Administration
- SharePoint 2013 Business Intelligence
- SharePoint 2013 End User & Power User
- Enhanced SharePoint 2013 Training (Halliburton Required)
- SharePoint 2016 Power User
- SharePoint 2016 Business Intelligence
- PowerBI Dashboard in a Day

**Conferences:**

- SharePoint SPC 2014
- DEVinersection 2014- (SharePoint/SQL Server)

**Education:**

University of Texas Austin  
Fullstack Bootcamp- Current

University of Phoenix  
Online  
Business Administration- Associates

Houston Community College  
Houston, TX  
Coursework Completed– Business Administration

Willowridge High School  
Houston, TX