

## **Information Management Professional**

A proven leader managing technical teams in designing, building and deploying databases, data warehouses, ETL processes, workflows, procedures and other data-centric solutions. Experienced data warehouse SME for the delivery of large volumes of engineering, construction and commissioning data for major offshore Oil & Gas CAPEX projects. Uses best practices and industry standards to deliver projects while keeping pace with evolving methodologies and emerging technologies. Ability to work through disparate data sources to deliver data as meaningful information in myriad of formats and software, whether as KPIs, dashboards or reports.

## **SKILLS**

- Project Management Life Cycle
- ITIL Change Management
- Development: T-SQL, I-SQL, VBA, VBScript, .NET: .ASPX, VB, C#
- Markup Languages: XML, HTML, XHTML
- MS SQL Server RDBMS: 7.0/2000/2005/2008/2012/2016
- MS SQL Server SSIS & SSRS (2008/2012)
- MS MDS & DQS
- Oracle 9i/10g Relational Database Management System
- Visual Studio 2010/2013/2015 IDE
- BIDS/SSDT for BI development in VS IDE
- Borland Interbase 6.0 RDBMS
- MS IIS 5.0, 6.0 & 7.x
- Windows 95/98/NT/2000/XP/Vista/7/8.1/10
- Windows 2000, 2003/2008/2012 server
- Reporting suites/systems: Business Objects, Crystal Reports, Tibco Spotfire, Tableau, SSRS, MS Power BI, MS Power Pivot, iBank, Grasp, Travel Man
- MS Office 97/2000/2002/2003/2007/2010/2013/Office 365 (MS Word, MS Excel, MS Access, MS PowerPoint)
- MS Visio 2000/2007/2010
- Lucidcharts
- Active Directory, LDAP (Group Policies, DCs, Domain deployment)
- Intergraph SmartPlant Foundation 3.x, 4.x (SPF)
- Intergraph SmartPlant for Owner/Operators (SPO) solutionware
- Intergraph SmartPlant Instrumentation/Intools (SPI)
- Primavera Expedition, Primavera P6 v7
- Liquid Planner
- Microsoft Project 2010
- SharePoint 2003/2007/2010/2013
- Windows SharePoint Services 3.0
- Documentum
- PDMC
- Trams Back Office
- VMware ESXi, VM Player, VM Converter
- Oracle Virtual Box
- Walkinside 3D Modeling
- TechNet Knowledge-Base
- Mindjet MindManager Pro 6.0, 7.0, 8.0, 2012
- Camtasia Studio 6.0
- LAMP Stack (rudimentary)
- Microsoft Team Foundation Server
- Microsoft System Center
- Jira
- ServiceDesk Plus
- Zoho

## WORK HISTORY

**10/2014 - Present**

**Corporate Travel Management**

**Houston, TX**

### *Director of Data Analytics & Reporting*

- Reports to the VP of Technology for North America
- Manage a team of data analysts in the creation, standardization and maintenance of multiple reporting systems (SAP Business Objects, iBank, Grasp, Trams, Agresso)
- Directed design changes and improvements to internal data warehouse based on business needs
- Worked directly with senior management and account managers to deliver reporting needs
- SME on projects to standardize back office systems and procedures after merger and acquisition phases of growth
- Documented and optimized multiple workflow processes for the Finance and Reporting team
- Created a master data management toolset (C# .NET) for the team, increasing ease of access to critical BI mapping information, data dictionary and other core data fields. Later this MDM database was migrated to MS MDS
- Trained team in use of SAP Business Objects, advanced uses of MS Excel, creation and use of SSIS packages, advanced SQL and numerous aspects of developing ETL strategies
- Led the technical portion of sales presentations regarding the reporting tools
- Technical work includes developing toolkit for team (C#), designing SharePoint team site (including wiki) for collaboration, designing ETL processes, programming DTS packages, designing complex reports, deploying MDS, advising collaborators on best practices for quality control of data and training staff from all departments in relevant technologies used by the MIS team

**08/2012 – 10/2014**

**Hess Corporation**

**Houston, TX**

### *Facilities & Design Specialist – E&P IT – Reserves Value Processes & EHS Team Lead, Hess – E&P IT – Engineering Design Systems*

- Promoted to Team Lead, joined Hess as a Full Time Employee
- Continued the same tasks as Technical Lead for the EIW project (SPF 4.3)
- Trained and led a team of technical staff for the deployment of SPF 4.3
- Led high level presentations for the program to senior managers, directors and VPs
- Internal Reorganization led to title and team name changes
- Led the transition of the team from a dedicated design team for data warehousing to overseeing an extended application portfolio of 154 applications in the area of Drilling, Engineering and Operations
- Team lead for transforming the portfolio of applications by centralizing, standardizing and rationalizing the applications:
  - Developed specialized tools to assist my team in producing application reports for reviewing each application in our portfolio: including gathering data from application database, SCCM reports, Active Directory and licensing tools
  - Centralization: merged and moved databases, licenses and support for global applications to our Houston datacenter
  - Standardization: standardized many different versions of the same applications, considering upgrade paths and training for the end users
  - Rationalization: using an application review process, we reduced the number of applications our team supported by ending the use of redundant or poorly used applications

- Responsible for ensuring each application was ready for a Windows 7 migration, including verifying application compatibility, managing the packaging the software for automatic deployment and mitigating impact to our end users
- Oversaw the updating of our internal web application with the results of our application review
- Team focal point for our datacenter move from onsite to COLO, ensuring maximum uptime, communicating with colleagues and user base regarding the moves over the period of two months
- Team focal point for our move to the Azure cloud: compatible development and test servers were moved over a period of three months to the cloud with upgrades to Server 2008/2012 where necessary
- Responsible for developing an ITIL based change control process, including a change log, unapproved changes/incident log, Request for Change (RFC), Root Cause Analysis (RCA) and detailed workflow diagrams
- IT Project Manager for SiteView 4 deployment to unconventional play in Utica for tracking vendor costs
- Coordinated the knowledge management team's SharePoint 2013 deployment with my team to ensure readiness and functionality; also responsible for migrating existing documentation for my team to the new deployment site
- System administrator for AspenTech Hysys, Compress, Electronic Corrosion Engineer, IFM, Kappa and Primavera P6
- Managed a software portfolio including but not limited to Abaqus, Acumen Fuse & Risk, AutoCAD, Autodesk Design Review, Autodesk TrueView, Cadworx, COMPRESS, DERP, Electronic Corrosion Engineer (ECE), General Hydrostatics (GHS), HARP, HYSYS, IFM, IPM, Milestones Professional, Navisworks, OrcaFlex, PlantMO, Primavera, PSPPM, QUESTOR, Shear 7, SmartPlant Electrical, SmartPlant Foundation, SmartPlant Instrumentation, SmartPlant License Manager, SmartPlant Markup, SmartPlant P&ID, SmartSketch, WAMIT

**03/2011 – 08/2012**

**Petroplan LLC**

**Houston, TX**

*Engineering Information Warehouse Technical Lead, Hess – Engineering Design Systems*

- Contractor to the Hess Corporation
- Technical lead for implementing Intergraph SmartPlant Foundation 4.3
- Led technical presentations and discussions for the roll-out of the EIW to end-users, supervisors and business managers
- Responsible for onsite vendor work related to SPF, SPO and SPI
- Cross-trained colleagues in the various development and administration functions of the SPF/SPO/SPI implementation
- Responsible for overseeing team documentation for EIW related builds, functions and processes
- Developed business workflows for the handover of project documentation: handover, QA/QC, error reporting, load of data into the warehouse
- Responsible for the collection, extraction and transformation and load of project data into the data warehouse for an offshore project in FEED and an onshore project in detail design
- Ported the load file generator for SPF to ASP.NET, added QA/QC functions, disposition status, logging and reporting
- Developed & modified SmartPlant Foundation methods, functions and menus for users (VB.NET, VBScript for .ASP)
- Created custom project tracking web application (ASP.NET) for the team to monitor ongoing capital projects
- Oversaw a major hardware migration and upgrade to existing server infrastructure
- Managed software upgrades to the servers, database systems and client applications
- Extended previous work to incorporate changes and additions:

- SPO 2009 configuration for additional TGPE requirements
- Reporting solutions for tracking application usage, data growth and project specific statistics
- Team SharePoint sites for team tasks/issue tracking and end user feedback

**11/2009 – 03/2011**

**The Morrow Group**

**Houston, TX**

*SPF Administrator, Hess – Information Management, E&P*

- Contractor to the Hess Corporation
- Technical lead for implementing Intergraph SmartPlant Foundation 4.3
- Configured SPO 2009 specific to the needs of an onshore and offshore facility: Pony Joint Development and Tioga Gas Plant Expansion
- Installed and administrated Intergraph SPI 2009 for a FEED data set
- Created and maintained documentation relating to the build out, deployment and administration of each of the components for the data warehouse, servers and clients.
- Consulted on the development of vendor data gathering requirements and procedures
- Analyzed and reported on the quality of the FEED data handed over by an onshore and offshore project
- Developed a proof of concept for integrating SPF 4.x with Documentum
- Developed a custom data load file generator for SPF 4.x specific to the needs of the EIW project (Excel VBA)
- Trained data coordinators to analyze, QC and load engineering data into the data warehouse
- Developed web based tools for administration of SmartPlant Foundation
- Developed & modified SmartPlant Foundation methods, functions and menus for users (VB.NET, VBScript for .ASP)
- Created custom databases for ad-hoc reporting functions
- Configured SmartSketch converter tool for hotspotting and graphical navigation
- Administered multiple project SharePoint sites, documentation, procedures and a wiki

**03/2006 – 10/2009**

**Gregg Valdes & Associates, LLC**

**Houston, TX**

*Engineering Database Specialist, BP – Information Technology & Services, GoM*

- Contractor to BP
- Setup VMWare ESXi personal lab environment utilizing VM Converter and VM Player.
- Application administrator for SmartPlant Foundation
- Developed web based tools for administration of SmartPlant Foundation
- Developed & modified SmartPlant Foundation methods, functions and menus for users (VB.NET, VBScript for .ASP)
- Developed VBA Tools to automate routine work processes
- Developed proof of concept services for integration of SmartPlant Foundation with other applications (such as Maximo and Documentum)
- Deployed development and test environment for SharePoint Services 3.0 (wiki, document management and custom web parts)
- Created custom databases (SQL Server 2005 & MS Access) for Records Management and Document Control groups
- Mapped and documented workflow processes for information management team (MS Visio 2005)
- Responsible for extraction, transformation and loading of project database into Smart Plant Foundation
- Deployed and administered Wiki platform for documenting the administration aspect of SmartPlant Foundation (OpenWiki)
- Analyze and QC project related data
- Modified existing/created new applications and databases for the staging and loading of data

- Participated in the coordination of the delivery of project data (engineering & vendor) from Project (CAPEX) to Operations (OPEX)
- Managed onsite vendor tasks
- Developed user guides and installation guides for distributed software
- Conducted beginner and advanced training sessions for users of SmartPlant Foundation
- Created videos for training and presenting application features for various applications and integrations
- Created procedures for various areas of responsibility

**03/2004 – 03/2006**

**NES Overseas USA, LLC**

**Houston, TX**

*Records/Information Management Lead, BP Atlantis – Floating Systems Team*

- Contractor to BP, Atlantis Deepwater Project
- Developed VBA Tools to automate or increase efficiency and assure consistency of work flow
- Coordinated with offsite office for document control and record management
- Mapped workflow processes for document control and record management
- Tracked and reported on ABS certification status
- Managed team initiatives as they related to record management and data handover requirements
- Created and maintained databases to track compliance to document control and record management initiatives
- Developed solutions to record and information management issues to adhere to data handover requirements
- Administrator for Windows 2000 Domain (DCs, member servers, DHCP, etc.)

**07/2000 – 03/2004**

**Griffin Marine Travel, LLC**

**Houston, TX &  
London, England**

*Senior Information Systems Analyst*

- Temporarily worked in our London office for 10 months to design data import processes for customer reporting system
- While in London, responsible for the development of a global data warehouse to encompass consolidated client reporting on data from 20 worldwide offices
- Responsible for Reporting with T-SQL, I-SQL, Crystal Reports, Business Objects, MS Access 2000 & MS Excel 2000
- Responsible for data flow and quality control
- Responsible for change control documentation for various systems
- Responsible for creating and maintaining standard operating procedures for the IT/IS Department
- In charge of all recurring internal/external reporting needs
- Established back office quality control methods
- System Database Administrator (Borland Interbase 6.0)
- Administrator for various MS Access 2000 databases
- Designed and programmed changes to intranet helpdesk site (MS IIS 5.0, .ASP, VBScript)
- Programmed dynamic online reporting for various databases (MS SQL Svr 2000, MS Access 2000)
- Programmed VBScript for .ASP web pages
- Programmed VBA to automate departmental processes in MS Office 2000 Suite
- Administrator for MS SQL Server 2000 test environment
- Administrator MS IIS 5.0 web server test environment
- Designed MS SQL Server 2000 database for 3COM NBX phone data
- Migrated front-office systems
- Jr. Administrator on Windows 2000 domain with emphasis on IIS and SQL servers.
- Responsible for maintaining backup of data on server farm
- Deployed MS SQL Server 2000 on MS Windows 2000 Advanced Server.

<b>01/2000 – 07/2000</b>	<b>Navigant International</b>	<b>Houston, TX</b>
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*Information Systems Analyst*

- Responsible for reporting to internal/external clients using Crystal Reports and MS Excel
- Created MS Excel templates for Quality Control purposes
- Responsible for Quality Control of back office data
- Responsible for analyzing data for Account Management
- Responsible for credit card reconciliation reporting

<b>08/1998 – 07/2000</b>	<b>OAKS Corporation</b>	<b>Houston, TX</b>
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*Information Systems Support*

- Responsible for Reporting, data integrity, data entry/correction, report analysis and miscellaneous projects

## **EDUCATION**

### **2000-2003 Houston Community & Montgomery Colleges TX**

- Study for credits towards Bachelor of Business Administration in Management Information Systems

### **1997 Jakarta International School Jakarta, Indonesia**

- Earned high school diploma

## **CERTIFICATIONS & TRAINING**

- CompTIA Project+
- Project Management Essentials for IT (Learning Tree)
- SharePoint Server 2013 Essential Training, License D7A8BD (Lynda.com)
- Up and Running with Visio 2013, License EBB7E2 (Lynda.com)
- ASP.net Essential Training F2A5BO (Lynda.com)
- Basic Petroleum Geology for the Non-Geologist, University of Tulsa
- Petroleum Engineering for Non-Engineers, University of Tulsa
- SmartPlant Foundation Master Class
- SmartPlant Foundation Introduction and Administration (4.x)
- SmartPlant Foundation Modeling and Mapping (4.x)
- SmartPlant Foundation Configuration and Administration II (4.x)
- SmartPlant Instrumentation Installation And System Administration
- Querying Transact – SQL, SQL Server 2000 (official Microsoft curriculum)
- Business Objects Administrator
- Business Objects Universe Designer

## **REFERENCES**

- Available upon request