



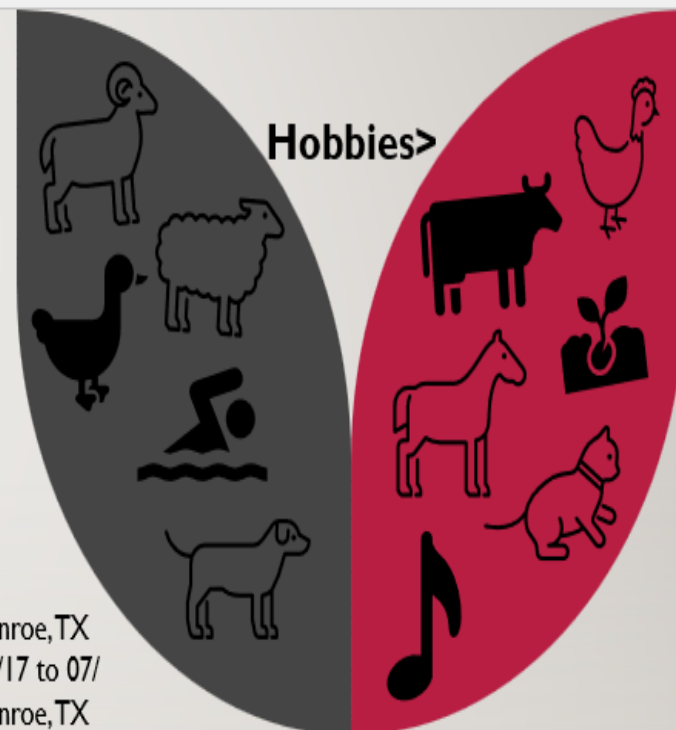
STACY WEATHERLY

Administrative Coordinator

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Professional History>

- **Texas A&M University**
Administrative Coordinator
- **NOV Rolligon**
Customer Service Representative
- **Kinder Morgan**
Admin. Assistant/ Action Decision Administrator
- **The Heritage Retirement Community**
Business Director

College Station, TX
07/25 – Present
Anderson, TX
06/22 to 6/25
Houston, TX
06/19 to 06/22
Tomball, TX
07/18 to 06/19

- **Heritage Oaks Assisted Living**
Business Office Manager
- **Michael Weatherly's Remodels**
Business Manager
- **Anadarko Petroleum**
(Multiple roles) IM Analyst/
SharePoint Administrator/Sr. Records
Specialist/ Classification Analyst/Accounting
- **Burlington Resources**
Accounting Assistant

Conroe, TX
09/17 to 07/
Conroe, TX
11/15 to 09/17
The Woodlands, TX
01/00 to 03/16
Houston, TX
11/97 to 1/2000

ABOUT ME>

I am a seasoned professional with over two decades of experience spanning the energy, manufacturing, and senior living industries. I bring a blend of expertise in accounting, information and document management, customer service, and business operations. My career has included impactful roles at industry leaders such as Anadarko Petroleum and Kinder Morgan, where I led initiatives in SharePoint administration, document control, and regulatory compliance. My strengths include process optimization, policy documentation, and supporting cross-functional teams to meet strategic and regulatory goals.

EDUCATION>

05/2007 – 07/2008

*Masters of Business Administration,
University of Phoenix, US*

11/2001 – 05/2006

*Bachelor of Science in Business/Management,
University of Phoenix, US*