Stacy Weatherly, MBA

Administrative Coordinator

www.linkedin.com/in/stacyweatherly/

Professional History>

Texas A&M University **07/25-Present**
Administrative Coordinator

NOV Rolligon **06/22 - 06/25**
Customer Service Representative

Kinder Morgan **06/19 – 06/22**
Admin. Assistant/Action Decision Administrator

The Heritage Retirement Community **07/18 – 06/19**
Business Director

Heritage Oaks Assisted Living **09/17 – 07/18**
Business Office Manager

Anadarko Petroleum **01/00 – 03/16**
(Multiple Roles) IM Analyst/SharePoint Admin./
Records Specialist/Accounting

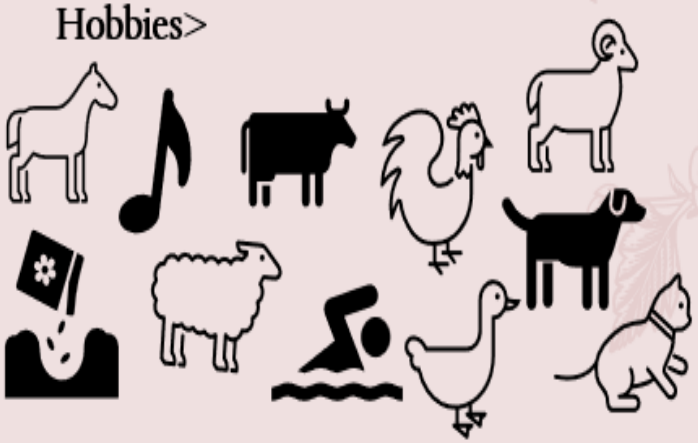
Burlington Resources **11/97 – 01/00**
Accounting Assistant

Education>

Masters of Business Administration
University of Phoenix, US
05/2007 – 07/2008

Bachelor of Science in Business Management
University of Phoenix, US
11/2001 – 05/2006

Hobbies>



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 experience 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.