TIM TRICE

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Qualifications Profile

Progressive experience in all aspects of data analytics with the technical acumen to utilize data visualization tools to identify, analyze, and interpret trends in complex data sets. Strong history of leveraging dynamic capabilities to recommend business processes that increase efficiency of the data management lifecycle. Collaborative communicator, able to engage stakeholders and provide insights in a manner that facilitates understanding across all skill levels.

Areas of Expertise

Data Modeling & Analysis	*Case Management*	*Project & Program Management*
Data System Maintenance	*Records Management*	*Analytical Problem-Solving*
Data Mining & Reporting	*Data Automation*	*Staff Training & Coaching*
Trend Identification & Reporting	*Requirements Gathering*	*Regulatory Compliance*

Professional Experience

Shell International Exploration & Production, Inc. | Houston, TX 2018 – 2020
T&S Data Analyst, 2019 – 2020

Performed data analysis to monitor, analyze, and synthesize financial reports, timelines, trends, and interdependencies. Tested application software to ensure the accuracy, integrity, validity, and completeness of data. Provided technical support for the engineering team utilizing MS SharePoint to turn reports into actionable data. Constructed automated weekly reporting processes to identify key milestones and share progress reports.

Key Contributions:
- Facilitated project implementation by assessing and verifying SOX audits on multiple Shell T&S projects. Provided insights based on data analysis to ensure financial compliance.
- Migrated all financial data reports from Excel to a Power BI dashboard with an R backend.
- Recognized for technical expertise in data modeling, database design, and data mining utilizing data visualization tools such as Excel and Power BI.
- Responsible for training teams on Shell's records retention policies. Ensured all records in MS SharePoint remained classified across multiple groups according to their policy. Guaranteed users did not keep personal or non-project specific documents within the system.

Information Management Specialist/Senior Document Controller, 2018 – 2019

Supported critical business decision-making by building, developing, and maintaining data models, reporting systems, data automation tools, and dashboards/performance metrics. Engaged stakeholders, end-users, and managers with progress presentations for all projects. Analyzed engineering documentation and data and uploaded reports into MS SharePoint.

Key Contributions:
- Implemented a document control process to streamline document flow and align the document control function with current regulations and best practices.
- Effectively performed quality control for nine sites (3.2k+ assets).
  - Assisted with data quality strategy development and implementation.
  - Championed data quality practices and maintained policies or standards for quality.
  - Rapidly defined and corrected 90k+ incorrectly tagged records.
- Enhanced overall consistency by aligning all processes to Shell's global requirements and brought document control/information management procedures in line with Shell's business entities' frameworks.

Honeywell Process Solutions | Houston, TX 2017
Senior Document Controller

Assisted 30+ staff members (contractors, internal teams, and managers) with the control, distribution, maintenance, and retrieval of FAT tests and reports. Partnered with key business stakeholders to define and document system requirements to support data and reporting objectives. Utilized SQL and the Access database to uncover insights, guide decision-making, and identify trends or optimization opportunities. Filtered data and verified integrity to locate and resolve code problems.

Key Contributions:
- Leveraged Excel/Pivot tables to organize and format data in a readable manner.
- Worked effectively in a collaborative or individual contributor environment; seamlessly adapted to ever-changing priorities.
- Maintained information databases to facilitate compilation, integration, management, and distribution of data in order to support project execution.

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Wood Group Mustang | Houston, TX   2015 – 2016
Senior Document Controller

Processed and audited incoming vendor and engineering documentation prior to its migration to the EDMS. Corresponded cross-functionally to resolve technical queries, track actions, and manage revisions. Archived, retained, and controlled scheduled disposal of documents.

Key Contributions:
- Eliminated errors and saved 10+ manhours per week by implementing automated distribution rules.
- Trained teams in records retention policies. Identified records listed as incomplete before their archive date, tracked down missing information, and updated datasets.

Shell Global Solutions | Houston, TX   2013 – 2015
Senior Document Controller

Served as single point of contact between the project and its six subcontractors to manage workflow. Contributed to strategy sessions or project update meetings, serving in place of the IM Lead. Communicated with end-users and management to present progress reports, outline issue resolution, and share software updates or changes across all project lifecycles. Drafted and enforced data review procedures for top-level and confidential records. Managed content and business records with Livelink.

Key Contributions:
- Successfully handled multiple, concurrent projects in deadline-driven, fast-paced environments. Consistently delivered against requirements and with the highest quality.
- Established and executed a communication management plan to increase knowledge-sharing and collaboration between EPs and company engineers; developed a quality document distribution matrix (140k+ records).
- Navigated subcontractor issues that caused a delay in piping and instrumentation diagram (P&ID) submissions.
  - Collaborated with the engineering team to conduct rapid review of all drawings and ensure their adherence to quality control guidelines.
  - Efforts enabled the engineering team to focus on technical details and facilitated a quick turnaround in submitting all drawings to the fabricators on schedule.
- Adapted to and learned new technologies; trained and mentored peers in appropriate use of the data reviewing tool OpenText Brava!® as well as the subcontractor's proprietary EDMS.

AMEC USA | Houston, TX   2012 – 2013
Senior Document Controller

Managed the quality assurance/quality control processes for engineering documentation. Tracked data transmittals, ensuring timely returns between cross-functional teams. Defined business rules for data validation and managed data with Livelink

Key Contributions:
- Reduced processing errors by building an Excel spreadsheet that offered rapid aid in all document QA/QC processes.
- Enhanced vendor documentation processes by developing and implementing supplier procedures.

Mustang Engineering | Houston, TX   2010 – 2012
Senior Document Controller

Supported vendors and engineers by preparing and submitting RFIs, maintaining/updating data repositories, and managing the EDMS. Partnered with vendors to ensure QA/QC procedures aligned with project specifications. Served as key client contact to review final data documents and certify adherence to contract requirements.

Key Contributions:
- Directly contributed to the recovery of hundreds of drawings and documents within the 3D modeling program by working closely with the data team to clean equipment tag numbers stored in the database.

*Additional experience includes role as **Senior Document Controller** at Ascot International (2006 – 2010).*

Training Certificates

Intro to R Programming/R Programming • Intro to Computer Science & Programming • Regression Models • Statistical Inference
Linear Algebra • The Data Scientist's Toolbox • Getting & Cleaning Data • Exploratory Data Analysis • Reproducible Research

Technical Summary

Advanced Analytical Platforms (R) • PL/SQL • Python • Bash • Power BI • Livelink
MS SharePoint • MS Access • MS Office Suite (Excel/Pivot Tables, PowerPoint, Word, Outlook, etc.)