Tammy Staneart

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**Summary of Qualifications**

* 9+ years developing online, interactive training materials for PeopleSoft implementations and upgrades (UPK)
* Knowledge of PeopleSoft HCM, Financials, Campus Solutions, and Supply Chain
* Excellent interpersonal and communication skills; preparation and delivery of oral presentations

**Summary of Experience**

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| **Dates** | **Client Name** | **Project Type** | **Software Version** | **Module Focus** |
| 1/2023 – 11/2023 | Metropolitan Transit Authority | Upgrade | PeopleSoft 9.2UPK 12.1 | HCM, Succession Planning, Plan Careers, ePerformance, Enterprise Portal |
| 9/2018 – 11/2018 | University of Georgia | Implementation | PeopleSoft 9.2UPK 12.1 | HCM, Payroll, T&L |
| 9/2016 – 12/2017 | Cape Cod Health Care | Implementation | PeopleSoft 9.2UPK 12.1 | FSCM – PO, ePro and Inventory |
| 2/2015 – 6/2016 | Pennsylvania State University | Upgrade | PeopleSoft 9.2UPK 12.1 | Campus Solutions |
| 9/2013 – 11/2014 | University of Minnesota | Upgrade | PeopleSoft 9.0UPK 11.01 | HCM,Student Administration |
| 2/2011 – 5/2013 | University of Maryland University College | Upgrade | PeopleSoft 9.0UPK 3.5.1 | HCM, Student Administration, Faculty Module (Custom Bolt-on)  |
| 5/2010 – 9/2010 | Brookdale Senior Living | Implementation | PeopleSoft 9.0UPK 3.5 and 3.6.1 | Receivables, Billing |

**Detailed Experience**

**Metropolitan Transit Authority**

**Oracle/PeopleSoft Training Manager**

Developed and executed Training Plan for Phase I and II of MTA’s upgrade to PeopleSoft 9.2. Modules included HCM, FSCM and Enterprise Portal. Project included editing existing UPK materials to reflect updated portal navigation. Developed new training content for Position Management, Profile Management, ePerformance, and Succession Planning utilizing Oracle’s User Productivity Kit. Worked with functional SMEs to review content and finalize materials. Developed UPK Tracking tool to manage Development and Review status of all topics. Developed and delivered Train the Trainer to MTA SMEs.

**University of Georgia**

**PeopleSoft Training Developer**

Developed training content for PeopleSoft HCM and Time and Labor utilizing Oracle’s User Productivity Kit (UPK). Developed content either by recording PeopleSoft delivered functionality, or by using business process guides provided by the functional team. Worked with functional team to review content and finalize materials. Tracked development status on an as-completed basis to update project status and dashboard.

**Cape Cod Health Care**

**PeopleSoft Training Lead**

Developed training content for 9.2 FSCM, focused specifically on Purchasing, ePro and Inventory. Developed content based on PeopleSoft delivered functionality by referencing PeopleBooks and leveraging test scripts, when available. Worked with functional team leads to review and refine content. CCHC deployed UPK’s SeeIt, TryIt, DoIt and PrintIt. Customized content for DoIt mode. Tracked development status on a daily basis. Worked with client UPK developers to ensure knowledge transfer.

**Pennsylvania State University**

**PeopleSoft Training Specialist**

Developed training content for entire suite of Campus Solutions: Admissions, Campus Community, Academic Advising, Records and Enrollment, Student Financials, and Financial Aid. Developed content by using Business Process Guides developed by functional teams. Worked with functional teams to review content and finalize materials. Customized content for UPK’s TryIt and DoIt modes. Tracked development status on daily basis. Assisted with development of course outlines, instructor guides and participant guides to support face-to-face training. Set up training data as needed to record content in appropriate instance.

**University of Minnesota**

**PeopleSoft Training Lead**

Developed training content for PeopleSoft 9.0 Campus Solutions including Student Records, Financial Aid, Student Financials, Campus Community, Records and Admissions, and Academic Advisement. Also developed materials for Comm Gen, QBU and Pop Select. Worked with functional team to identify topics to be developed and prioritized. Developed tool for tracking and reporting development status. Established development standards and UPK configuration standards. Assisted with development of training strategy and training plan.

**University of Maryland University College**

**PeopleSoft Training Developer**

Developed training content for PeopleSoft Human Resources, including PeopleSoft Fundamentals, Workforce Administration, Recruiting Solutions, and UMUC’s Faculty Module (custom bolt-on). Worked with functional team to identify topics to be recorded and prioritized for development. Established UPK configuration standards, development guidelines, and checklist for final review and publishing. Developed comprehensive spreadsheet for tracking and monitoring development status, assignments, and business owners. Facilitated review and approval process with functional team and subject matter experts in US, Europe, and Asia. Developed over one hundred critical topics, including approximately thirty custom topics, as needed for user acceptance testing. Developed an additional 100+ topics (medium and low priority) needed to support the go-live training effort.

**Brookdale Senior Living**

**PeopleSoft Training Developer**

Developed training content for PeopleSoft 9.0 Receivables and Billing business processes. Recorded introductory topics, topics for maintain invoices, as well as topics for queries and reporting. Worked with functional team to develop scenarios, define processes, and create system transactions for developing UPK content. Content was modified for multiple modes (SeeIt, TryIt, DoIt and KnowIt). Content also included scripts for recording audio. Assisted in establishing publishing standards to ensure consistency among developers.

**Education**

Denver Community College