Thomas Wood

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PROFESSIONAL QUALIFICATIONS

Progressive leadership background directing enterprise-wide governance, compliance, and AI-driven innovation across the global Microsoft 365 and Power Platform ecosystems; leading large-scale technology deployments while maintaining a strong commitment to quality, compliance, and user experience. Established compliance frameworks, and operational best practices while serving as a SharePoint Online authority, directing cloud migrations, taxonomy design, and governance. Execute large-scale administrative changes as a Global Administrator, and partner directly with Microsoft on roadmap planning and release readiness. Lead cross-functional deployment efforts, and conduct root-cause analysis to ensure long-term stability across platforms and services.

EDUCATION   Degrees

Western Michigan University, Kalamazoo, MI   - Broadcasting and Cable Production
                                                               - Business Management

EXPERIENCE

12/25 – Present   MARS Incorporated
M365 Global Application Delivery   **Title: M365 Global Administrator – Technical Lead**

- Established enterprise-wide rules, regulations, and best practices across the Microsoft 365 ecosystem.
- Deployed, manage, and maintain the Power Platform Center of Excellence (CoE), including governance, strategy, and operational oversight.
- Administer global Data Loss Prevention (DLP) policies to ensure secure and compliant data usage.
- Create and manage Power Platform environments and support emerging AI capabilities, including Microsoft Copilot.
- Review, evaluate, and approve data connections, integration patterns, and gateway configurations.
- Partner with regional leads, professional developers to guide the design, maintenance, and education of Microsoft 365 applications.
- Present adoption metrics and KPI dashboards to global stakeholders to drive data-informed decision-making.
- Provide Power Platform application development and solution support.
- Collaborate with functional leadership to implement Microsoft Purview compliance solutions, including Communication Compliance, DLP, Audit, Data Lifecycle Management, and taxonomy governance.
- Serve as a SharePoint Online specialist, leading cloud migrations, environment cleanup, policy development, best practices, site templates, taxonomy, provisioning, and governance frameworks.
- Oversee the technical execution and ongoing management of global and regional intranet platforms.
- Manage and monitor large-scale configuration changes using PowerShell in a Global Administrator capacity.
- Engage directly with Microsoft on release management, roadmap planning, and emerging feature readiness.
- Collaborate with subject matter experts and leadership teams to ensure successful technical deployments and change adoption.
- Oversee vendor relationships, including forecasting, contract management, and budget planning.
- Conduct root-cause analysis for escalated products and platform issues to drive long-term stability and reliability.

07/18 – 12/25   *Kellanova Corporation (Formally Kellogg Company)*
M365 Global Application Delivery   **Title: M365 Global Administrator - Lead IT Business Analyst**

- Served as the enterprise SharePoint Online authority, leading global migration programs, information architecture modernization, governance model design, and operational standards.
- Defined and enforced enterprise governance frameworks, operating standards, and best practices across the global Microsoft 365 ecosystem to ensure security, compliance, and scalable digital enablement.
- Provided strategic leadership for the Power Platform Center of Excellence (CoE), overseeing governance architecture, operational maturity, adoption strategy, and executive reporting.
- Directed global Data Loss Prevention (DLP) policy design and administration to safeguard sensitive data and align with corporate security and compliance objectives.
- Oversaw the creation, lifecycle management, and optimization of Power Platform environments, including integration of emerging AI capabilities such as Microsoft Copilot to drive innovation at scale.
- Governed enterprise connectivity by reviewing and authorizing data connections, custom connectors, and on-premises data gateway configurations.
- Partnered with regional leaders and development communities—professional and citizen—to elevate solution quality, drive governance adoption, and strengthen digital capability across the organization.

- Delivered executive-ready analytics, adoption metrics, and KPIs to global stakeholders to guide strategic investment decisions and technology roadmaps.
- Provided advanced Power Platform solution development to support complex, high-visibility business initiatives.
- Collaborated with functional and compliance leaders to implement Microsoft Purview solutions, driving maturity across Communication Compliance, DLP, Audit, Data Lifecycle Management, and enterprise taxonomy.
- Directed the technical strategy and operational execution of global and regional intranets, ensuring alignment with business needs and employee experience objectives.
- Executed tenant-level administration and large-scale operational changes using PowerShell as a Global Administrator.
- Engaged directly with Microsoft product teams on release management, roadmap planning, and adoption of emerging capabilities to maintain a future-ready digital landscape.
- Led cross-functional collaboration with business owners, SMEs, and senior leadership to ensure the successful deployment and sustainment of enterprise technology solutions.
- Oversaw vendor relationships, including financial planning, contract negotiations, performance management, and long-term capability investment.
- Conducted comprehensive root-cause analysis for escalated technical and product issues, driving sustainable remediation and operational excellence.

03/16 – 07/18   *Kellogg Company*
North American Sales Support Operations   **Title: Manager: SharePoint and Collaboration Technology**
- Directed the deployment and lifecycle management of mobile technologies—including iPads, laptops, phones—and Microsoft 365 applications across the North America sales organization.
- Led the monitoring and advancement of M365 application adoption among sales teams, driving improved productivity and digital capability.
- Oversaw program execution, establishing performance metrics, tracking results, and ensuring delivery against business objectives.
- Partnered with Corporate Affairs to develop and execute internal communication strategies for product recalls impacting the sales organization.
- Designed and delivered comprehensive training programs to equip Sales Representatives with the skills needed to effectively use and manage enterprise technologies.

04/15 – 3/16   *Kellogg Company*
North American Program Management Office   **Title: Associate Manager Program Integration North American PMO**
- Developed and produced comprehensive video training modules and instructional content to enhance user capability and accelerate skill development across the organization.
- Led change management initiatives designed to strengthen cultural alignment, drive adoption, and ensure successful integration of new business processes.
- Established and communicated program management standards, operating structures, defined roles, and decision-making frameworks to enable consistent execution.
- Fostered cross-functional collaboration to build robust program management capabilities and promote unified, enterprise-wide delivery.
- Partnered closely with executive sponsors and subject matter experts to create a holistic, people-centered approach to organizational change.

05/13 – 4/15   *Kellogg Company*
Global Human Resources, Data Imaging   **Title: Senior Team Lead**
- Oversaw personnel file management and compliance processes for employees across the United States, Latin America, and Canada, ensuring accuracy, security, and adherence to corporate and regulatory standards.
- Led the creation, administration, and lifecycle management of Microsoft SharePoint On-Premises 2010, 2013 and 2019 sites to support HR operations and document governance.
- Facilitated the enterprise recruiting and onboarding program, ensuring seamless experience for new hires and alignment with HR operational goals.
- Produced high-quality video tutorials to train people managers and new employees on HR systems, processes, and organizational expectations.
- Administered global employee opinion surveys, analyzed results, and delivered KPI-driven insights to HR leadership to inform engagement and organizational strategy.
- Partnered with sales zones, manufacturing plants, and bakery locations to ensure consistent and compliant personnel file management across all regions.

- Managed and developed a high-performing Data Imaging team, providing leadership, coaching, and operational oversight.
- Directed vendor relationships, including forecasting, budgeting, contract management, and performance oversight to support HR operational excellence.
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04/12 – 05/13   *Kellogg Company - Spherion*

Global HRIS & Governance   **Title: Support Analyst Data & Report Management**

- Maintained and governed employee and organizational data within SAP, ensuring accuracy, integrity, and compliance with HR data management standards.
- Monitored system reporting and analytics, proactively identifying and resolving data discrepancies to support reliable business decision-making.
- Managed the HR Customer Satisfaction Survey program, analyzing results and escalating key insights and concerns to HR leadership for action.
- Oversaw the maintenance and accuracy of HR intranet documentation to ensure accessibility and alignment with organizational policies.
- Developed clear, compliant support documentation for HR and business processes, reinforcing data security, employee privacy, and standardized operational practices.

09/07 – 4/12   Sinclair Broadcasting

WWMT-News Channel 3   **Title: Director / Master Control Technical Lead**

- Responsible for brand materials and overall quality of content for news productions.
- Oversaw the development and execution of brand-named content for news productions, ensuring consistency, visual quality, and adherence to organizational standards.
- Implemented production automation solutions that improved operational efficiency and reduced overall production costs.
- Directed all technical aspects of broadcast operations, including audio/visual management, studio lighting, camera operation, studio oversight, and real-time technical direction.
- Led and developed production crews in a fast-paced, high-pressure environment, providing training, performance evaluation, and operational guidance.
- Ensured full compliance with FCC regulations and broadcasting guidelines, maintaining the organization's regulatory integrity.
- Designed and produced marketing materials to support promotional campaigns and enhance audience engagement.
- Maintained operational documentation to support auditing requirements and uphold quality, accuracy, and broadcast standards.

04/99 – 03/08   *Cumulus Broadcasting / Clear Channel Communications*

Battle Creek Radio   **Title: Chief Operator / Creative Services**

- Responsible for live event promotions and brand management.
- Directed live event promotions and brand management initiatives to strengthen market presence and audience engagement.
- Produced and designed station imaging and marketing assets, ensuring alignment with brand identity and promotional strategy.
- Oversaw organizational archives and record management to preserve historical assets and ensure operational continuity.
- Served as the primary point of contact for public relations, consumer inquiries, and customer support, providing a unified and professional external presence.
- Cultivated and maintained strong customer relationships, resolving escalated issues and reinforcing brand loyalty.
- Developed and maintained website content and functionality to support digital engagement and promotional efforts.
- Managed all aspects of sports production, ensuring high-quality content, editorial accuracy, and compelling on-air presentation.
- Served as on-air talent, contributing to programming quality and audience connection through professional broadcasting and presentation skills.