

SASCHA ROAE

Business Analyst | Business Systems & Process Improvement

Toronto, ON · 778-869-4708 · northlightpath@gmail.com · northlightpath.com

PROFILE

Business analyst with 10+ years in business systems, reporting, and project delivery across finance, IT, and operations. I find where a process breaks down — usually where the system can't accurately describe what's actually happening — and rebuild the requirements, workflows, and documentation until it can. Day to day, that has meant owning monthly budget reporting, serving as super user and trainer through a D365 migration, automating onboarding and approvals in Microsoft 365 and Power Apps, and writing weekly executive summaries for the VP–SVP–CEO chain.

CORE COMPETENCIES

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| • Requirements gathering & discovery | • Process analysis & redesign | • Data-flow mapping |
| • Reporting & data reconciliation | • System implementation | • Training & user adoption |
| • Process & training documentation | • Stakeholder & executive liaison | • KPI & reporting frameworks |

SELECTED ACCOMPLISHMENTS

- **Single authoritative source:** Made Microsoft 365 distribution groups the one record of who belonged where as the department grew from 65 to 250+, replacing four separately kept lists. Built Power Apps workflows on top for welcome messages, new-hire checklists, and channel access, so any new automation attached to existing groups instead of needing its own list.
- **Accurate budget reporting:** Traced unreported project recoveries to a disconnect between timesheet data and recovery costs. Worked through Project Web App back-end issues, cutoff timing, and two finance teams to surface ~\$100K and deliver consistent monthly reporting as the team nearly quadrupled.
- **D365 adoption & onboarding:** Point of contact, super user, and trainer for the projects team's migration to Microsoft D365. Redesigned budgeting workflows within platform constraints, held 85% monthly budget-recovery compliance through the change, and built onboarding that scaled from 65 to 250 users.
- **Executive reporting:** Wrote weekly summaries of North and South American project activity for the VP–SVP–CEO chain; drafts moved up the chain with progressively less editing.
- **Recognition design:** Created a department awards program end to end — concept, award design, mock-ups, and recipient messaging — including a personal letter from the VP on the back of each award, and took the artwork through corporate branding approval.

PROFESSIONAL EXPERIENCE

Founder / Principal

North Light Path — Toronto, ON | Dec 2025 – Present

- Deliver consulting work to client specifications, including website copy, presentation templates, and branded materials built to the client's brand direction and accessibility requirements.

Career break (medical), 2024 – 2025

Business Administration, Reporting & Project Coordination

Teck Resources — Vancouver, BC | Jul 2017 – Mar 2024

Lead, Business Admin, Project Development (2021–2024) · Project Coordinator (2019–2021) · Project Administrator (2017–2019)

- Point person for the department's monthly budget reporting, reconciling timesheet and recovery data across Project Web App and two finance teams.
- Designated D365 super user and team trainer; wrote and maintained the onboarding and training materials.

- Built Power Apps solutions that reduced approval processing time by ~30% and removed manual hand-offs.
- Coordination point of contact on a ~\$800M bulk-terminal capacity upgrade, aligning the owner, terminal operator, engineering, and contractor partners, and working directly with senior executives through COVID-era constraints.
- Developed the concept, messaging, and senior-leader approvals to launch a new internal landing site for the projects group within a month.

Labour Relations Assistant

BC Maritime Employers Association — Vancouver, BC | Oct 2016 – Jul 2017

- Drafted and managed grievance correspondence, discipline letters, and employment verification under confidentiality requirements; coordinated weekly reports and departmental calendars.

Sales Order Coordinator → Accounts Payable & Procurement Coordinator

Vins Plastics — Bradford, ON | Oct 2015 – Jul 2016

- Created customer, item, vendor, and pricing master data in Microsoft Dynamics AX; processed sales orders, purchase orders, inventory transactions, and invoices; maintained an artwork tracking module in SharePoint.

Earlier Experience

Administrative & project-support roles, Teck Resources (2009–2013) — advanced from mailroom clerk to coordinator over four years.

Records Management Assistant, York Region District School Board (summers 2007, 2008) — reorganized records under retention schedules and wrote the plain-language reference handbook left with each school; trained in freedom of information and privacy standards.

EDUCATION & TRAINING

Business Analysis and Systems Design; Relational Database Design and SQL — British Columbia Institute of Technology (2021)

Bachelor of Commerce — University of Guelph (2009)

Certificate, Communication Process: Bridging Theory and Practice — University of Guelph (2013)

TOOLS

Microsoft D365 (CRM) & Dynamics AX · Power Apps · SharePoint · Microsoft Project & Project Web App · Microsoft Office · SQL · HTML/CSS