

Data Analysis | Information Governance | Business Process Analysis | Records & Privacy

PROFESSIONAL SUMMARY

Dynamic and creative data strategist with over a decade of experience in transforming business intelligence and open data initiatives into actionable insights for executive decision-making. Known for strong analytical skills and a problem-solving mindset, I am dedicated to fostering open data policies that enhance transparency and public engagement while advancing the city's data-driven goals. With a demonstrated commitment to collaboration, service excellence, and an intrinsic drive to tackle complex challenges, I look forward to supporting the city's mission to leverage data for smarter, more transparent governance.

AREAS OF EXPERTISE

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|-------------------------|-------------------|------------------|--------------------------|
| ✓ Data strategy | ✓ Data governance | ✓ Bi dashboards | ✓ Project management |
| ✓ Business intelligence | ✓ Metadata | ✓ Requirements | ✓ Web development |
| ✓ Analytical tools | ✓ Integrations | ✓ Staff training | ✓ Open Data initiatives |
| ✓ GIS/Spatial data | ✓ Data modeling | ✓ ERP Systems | ✓ Stakeholder engagement |

CAREER HIGHLIGHTS

Business Insights: Introduced a cross-platform data dashboard that integrated data from multiple sources, providing previously unrealized business insights to the executive team.

Efficiency Increase: Developed reporting dashboards that streamlined accounts receivable and improved logistics operations which led to a notable increase in efficiency and reduced bottlenecks across departments.

Strategic data innovation: Secured a \$1m investment by designing a geo-spatial UI software solution with a robust data strategy and intuitive interface, demonstrating its transformative business value.

Open data advocacy: led an initiative to increase public access to departmental reports, data, and information, fostering transparency and encouraging open data practices.

PROFESSIONAL EXPERIENCE

Records and Privacy

Columbia Shuswap Regional District – Salmon Arm, BC (March 2023 – Present)

- Coordinated the intake, processing, and response to Freedom of Information (FOI) requests, ensuring adherence to provincial regulations and timely, accurate responses.
- Facilitated Privacy Impact Assessments to assess and mitigate privacy risks in new or existing projects, systems, and processes, supporting compliance with privacy legislation.
- Established and maintained records classification systems, enhancing accessibility and compliance with ARCS/ORCS standards and related frameworks.
- Enhanced records accessibility and regulatory compliance, achieving a reduction in retrieval time through streamlined classification and organization practices.

Systems Analyst

Akhurst Machinery – Delta, BC (October 2015 – March 2023)

- Modeled and analyzed data using Power Query (M code) and DAX in Power BI to deliver actionable business intelligence through data visualization.
- Developed and optimized reporting tools and dashboards for KPIs, driving transparency and improving sales performance and logistics operational efficiency.
- Identified, troubleshooted, and resolved system issues to ensure smooth operational functionality.
- Researched, recommended, and implemented workflow solutions for enhanced system operations.
- Improved data quality and security, reducing data errors through user training and data management.

Systems Engineer

SemiosBio Technologies – Vancouver, BC (December 2013 – January 2015)

- Design and implementation of a web-based geo-spatial software for farm management.
- Documented technical specifications and lead an agile team to develop and test the web application.
- Wrote, tested, and deployed code, ensuring operational integrity and a seamless UX.
- Engaged stakeholders and incorporated feedback into iterative software improvements.
- Communicated technical information effectively to stakeholders, product teams, and customers throughout the software lifecycle.
- Created a development roadmap with project management timeline outlining key milestones, resource allocation, and progress tracking to ensure alignment with strategic goals.
- Closed a \$1M investment deal through software demonstration of the UI

Interactive Project Manager

Nu Experience Design Inc. – Vancouver, BC (May 2023 – August 2022)

- Designed and developed websites with custom HTML, PHP, JavaScript, CSS, and through WordPress, Joomla, and Drupal.
- Managed web servers, DNS settings, PHP version control and updates, including troubleshooting and resolving issues with servers.
- Managed MySQL databases using PHPMyAdmin, proficient in executing SQL queries to filter data based on criteria and modify entries.
- Led strategic planning sessions, defined scopes, managed resources and oversaw schedules in line with stakeholder specifications.
- Managed vendor contracts, invoicing, and payroll.

EDUCATION

B.Sc. in Interactive Technology, Minor in Business Administration, *Simon Fraser University, BC (2009)*

Cybersecurity, Certificate, *Google, Coursera (2024)*

Data Science: Visualization, Certificate, *Harvard University, EdX (2024)*