

SASCHA ROAE

Business Systems | Process Improvement | Project Coordination
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SUMMARY

Business systems and project professional with a decade-plus at Teck Resources, advancing from administrative roles into department leadership. I trace problems across finance, IT, and operations to find where a process breaks down — usually where the system can't accurately describe what's actually happening — and rebuild the workflows, documentation, and language until it can. This work surfaced ~\$100K in unreported budget recoveries, replaced a ~\$100K-per-six-month consulting engagement with internal capability, carried a growing team through a major ERP migration, and turned weekly reporting into executive-grade communication. Hands-on with Microsoft D365, Dynamics AX, Power Apps, and SharePoint, with formal training in business analysis, systems design, and FOI/privacy standards.

SKILLS

Process & Systems Analysis: Process analysis, workflow design and redesign, data-flow mapping, requirements gathering and discovery, cost-benefit analysis, process documentation

Implementation & Adoption: ERP and CRM migration, system configuration and master data, onboarding and training design, user adoption at scale

Project Coordination: Timelines and deliverables tracking, multi-stakeholder and executive coordination, status reporting, vendor and partner interface

Operations & Finance: Budget tracking, project-recovery allocation, KPI and reporting frameworks, reporting automation and self-serve dashboards

Communication & Documentation: Business cases, executive summaries, briefing notes, process and training documentation, records management, web content

Tools: Microsoft D365 (CRM) and Dynamics AX, Power Apps, SharePoint, Microsoft Project and Project Web App (PWA), Microsoft Office, SQL, HTML/CSS

EXPERIENCE

North Light Path — Toronto, ON

Founder / Principal

Dec 2025 – Present

- Produced website copy, presentation templates, and branded materials for a consulting client, executing to the client's brand direction and accessibility requirements.

Career Break — Medical

2024 – 2025

Teck Resources — Vancouver, BC

Lead, Business Admin, Project Development

Jan 2021 – Mar 2024

- Built and presented the internal case for a net-new business systems analyst role to replace an external consulting team, then hired into it — the internal hire absorbed the full scope within six weeks, ending an open-ended engagement billing ~\$100K per six months and keeping the capability in-house.
- As a member of the company's five-year strategy team, identified that the project group was effectively invisible internally, proposed internal visibility as a strategic priority, and developed the concept, messaging, and senior-leader approvals to launch a new internal landing site within a month.
- Built and led the department's administrative team, scaling from 1 to 7 as the group grew to 250+, and standardized core processes, documentation, and reporting across the Projects Group.

Project Coordinator

Jan 2019 – Jan 2021

- Served as the project team's point of contact for a corporate-led migration to Microsoft D365: gathered budgeting workflow requirements, redesigned workflows within platform constraints to preserve reporting integrity, and authored the training and onboarding program, scaling it from 65 users to 250+.
- Served as coordination point of contact on the ~\$800M Neptune Bulk Terminals capacity-upgrade project, aligning Teck, Neptune, and the project's engineering and contractor partners, and interfacing directly with senior executives through COVID-era constraints.
- Built Power Apps solutions that reduced approval processing time by ~30% and removed manual hand-offs across the Projects Group.

Project Administrator

Jul 2017 – Jan 2019

- Traced a budget-recovery gap — project costs that were not being charged back — across Finance, IT, and an external vendor that monthly reporting had missed, navigating ownership and data flow across organizational boundaries to surface ~\$100K, then redesigned the workflow so the system caught it by default.
- Consolidated multi-region project reporting (North and South America) into executive summaries for the SVP–CEO chain, learning to communicate operational detail in the priorities and language the C-suite acts on.

BC Maritime Employers Association — Vancouver, BC

Labour Relations Assistant

Oct 2016 – Jul 2017

- Drafted and managed union grievance correspondence, discipline letters, and employment verification, ensuring timely, accurate, and professional responses under confidentiality requirements.
- Coordinated weekly reports, departmental calendars, and engagement events, supporting smooth labour-relations operations.

Vins Plastics — Bradford, ON

Sales Order Coordinator → Accounts Payable & Procurement Coordinator

Oct 2015 – Jul 2016

- Created customer masters, finished-good item masters, and pricing records in Microsoft Dynamics AX, generating sales orders and posting inventory transactions, picking lists, packing slips, and customer invoices.
- Promoted into accounts payable and procurement for the Graphics Department: created vendor masters and purchase orders, posted vendor invoices, and maintained the artwork tracking module in SharePoint.

Teck Resources — Vancouver, BC

Mailroom Clerk → Assistant → Coordinator

2009 – 2013

- Advanced across administrative and project-support roles over four years.

York Region District School Board — Aurora, ON

Records Management Assistant

Summer Terms, 2007 & 2008

- Reorganized and maintained board records under retention schedules, and wrote the plain-language handbook the team left with each school as an ongoing reference.
- Completed formal training in freedom of information, privacy requirements, and records standards, and supported record requests from internal and external clients within the Board's Information & Privacy function.

EDUCATION

Bachelor of Commerce — University of Guelph, Guelph, ON (2009)

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

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

Digital Media coursework (one semester) — Humber College, Toronto, ON (2013)