

Sascha Roae

Poet & Systems Thinker

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

SUMMARY

Poet and systems thinker with a business systems background and a decade-plus career at Teck Resources, advancing from administrative roles into project leadership. I trace problems across finance, IT, and operations to find where the real process breaks down, then redesign the workflows and systems that fix it. This work surfaced ~\$100K in unreported budget recoveries, guided a growing team through a major systems migration, and turned weekly reporting into executive-grade communication. Hands-on with Microsoft D365, Power Apps, and SharePoint.

SKILLS

Tools & Systems: Microsoft D365 (CRM), Power Apps, SharePoint, Project Web App (PWA), Microsoft Project, HTML/CSS

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

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

Implementation & People: System migration and adoption, onboarding and training design, cross-functional and executive stakeholder coordination

EXPERIENCE

North Light Path — Toronto, ON

Founder / Principal | Dec 2025–Present

- Produced website, presentation templates, and branded materials for a consulting client, executing to the client's brand direction.
- Taught myself modern web development and AI-assisted building on a foundation of HTML/CSS, then designed and built a working personal site end to end.
- Built several functional web tools — an audio recorder, a content filter, and interactive utilities — using AI throughout to rebuild and extend my technical skill set.
- Maintain an active creative practice — a 130-piece painting series and a poetry chapbook — that informs a design- and communication-led approach to systems work.

Career Break - Medical — 2024–2025

Medical leave, followed by a deliberate return-to-market ramp focused on learning and applying new skills in AI, systems design, and digital operations. See North Light Path.

Teck Resources — Vancouver, BC

Project Lead | Jan 2021–Mar 2024

- As a member of the company's five-year strategy team, identified that the project group was effectively invisible internally, proposed internal visibility as part of the strategy, then developed the concept, messaging, and senior-leader approvals to launch a new internal landing site within a month.
- Identified an unmet need for a business systems analyst, built the case to hire one, and directed the role to ~\$100K in consultant-fee savings while expanding internal capability.
- 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 designed the training and onboarding, scaling it from an initial 65 users to 250+ as the group grew.
- 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 redesigning 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

- Managed union grievance correspondence, discipline letters, and employment verification, ensuring timely, accurate, and professional responses.
- Coordinated weekly reports, departmental calendars, and engagement events, supporting smooth labour-relations operations.
- Streamlined records management and reporting workflows across the department.

Teck Resources — Vancouver, BC

Mailroom Clerk → **Assistant** → **Coordinator** | 2009–2013

- Advanced across administrative and project-support roles over four years, before taking time for self-directed upskilling.

EDUCATION

Bachelor of Commerce — University of Guelph, Guelph, ON