

Sascha Roae

BUSINESS SYSTEMS & PROCESS ANALYST | CONTRACT & PROJECT ENGAGEMENTS

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PROFILE

Business systems and process professional with 10+ years at Teck Resources, one of Canada's largest diversified resource companies, advancing through five progressively senior roles across two tenures, from entry-level administration to department lead. I trace problems across finance, IT, and operations to find where a process actually breaks, then redesign the workflow and the system so the fix holds without supervision. Recovered ~\$100K in project costs that monthly reporting had missed, led the projects group through a 250-user Microsoft D365 migration, and built and scaled an administrative function from 1 to 7 people. Hands-on with D365, Power Apps, SharePoint, and Project Web App; currently building AI-assisted web tools independently. Available for contract and project-based engagements in the GTA, hybrid or remote.

CORE STRENGTHS

Systems & Platforms Microsoft Dynamics 365 (CRM), Power Apps, Power Automate, SharePoint, Project Web App (PWA), Microsoft Project, Microsoft 365, HTML/CSS, AI-assisted development

Process & Analysis Requirements gathering, process analysis and redesign, data-flow mapping, gap analysis, process documentation, controls and reconciliation

Project & Financial Ops Budget tracking and forecasting, cost recovery and chargeback, KPI and reporting frameworks, reporting automation, executive reporting, capital project coordination

Implementation & People System migration and user adoption, training design and delivery, onboarding, team build-out and leadership, cross-functional and C-suite stakeholder management

PROFESSIONAL EXPERIENCE

Teck Resources Limited Vancouver, BC · 2017–2024

Canada's largest diversified resource company. Project Development group, scaling from 65 to 250+ people.

Lead, Business Administration — Project Development Jun 2021 – Mar 2024

- **Built and led the group's administrative function, scaling from 1 to 7 staff** as the Projects Group grew past 250 people — standardizing processes, documentation, and reporting that had previously varied by project.
- **Identified an unfilled business systems analyst gap and built the business case to hire for it**, then directed the role to roughly \$100K in avoided consultant fees while moving the capability in-house permanently.
- **Served on the company's five-year strategy team**, where I diagnosed that the project group was effectively invisible to the rest of the business, proposed internal visibility as a strategic objective, and delivered the concept, messaging, senior-leader approvals, and launch of a new internal landing site inside one month.
- Owned reporting standards and executive communication for the group, converting weekly operational detail into summaries leadership could act on.

Administration Coordinator — Project Development Jan 2019 – May 2021

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

Project Administrator Jul 2017 – Dec 2018

- **Traced a budget-recovery gap — project costs never charged back — across Finance, IT, and an external vendor**, surfacing ~\$100K that monthly reporting had missed, then redesigned the workflow so the system caught the same class of error by default.
- Consolidated multi-region project reporting across North and South America into executive summaries for the SVP–CEO chain, learning to frame operational detail in the priorities and language the C-suite acts on.

North Light Path — Independent Consultancy Toronto, ON

Founder / Principal Dec 2025 – Present

- Delivered a website, presentation templates, and branded materials for a consulting client, executing to the client's brand direction.
- Rebuilt a technical skill set from an HTML/CSS foundation into modern, AI-assisted web development — designing and shipping a full personal site end to end.
- Built and deployed several working web tools, including an audio recorder, a text-analysis utility, and a language-clarity filter, using AI throughout the build cycle.
- 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 — Medical2024 – 2025

Planned medical leave, followed by a deliberate return-to-market ramp focused on AI, systems design, and digital operations. See North Light Path above.

BC Maritime Employers AssociationVancouver, BC

Labour Relations Assistant*Oct 2016 – Jul 2017*

- Managed union grievance correspondence, discipline letters, and employment verification under strict accuracy and timeline requirements.
- Coordinated weekly reporting, departmental calendars, and engagement events; streamlined records management workflows across the department.

Independent Work & Reskilling2013 – 2016

Contract and short-term roles alongside self-directed retraining, before returning to corporate administration with BC Maritime Employers Association.

Teck Resources LimitedVancouver, BC · 2009 – 2013

Office Services Assistant · Mail Clerk*Sep 2009 – Aug 2013*

- Advanced from Mail Clerk to Office Services Assistant across four years of corporate services and project support, handling records, correspondence flow, and administrative coordination for head office.

EDUCATION

Bachelor of Commerce — University of Guelph, Guelph, ON · 2009

SELECTED BUILDS

northlightpath.com — self-built site and sandbox of working tools: a comment-clarity filter, a plain-language text decoder, and a browser-based audio recorder. Built with HTML/CSS/JavaScript and AI-assisted development.