

KIMBERLY CABLE

Project Manager | Process Consultant | Business Systems Analyst

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SKILLS

- Project Management
- Team Management
- Client Management
- Change Management
- Issue & Risk Management
- Business Process Design
- Requirements Analysis
- System Analysis & Design
- System Testing & Training
- Web Design & Development
- Social Media Marketing
- Performance Tracking & Measurement

WORK HISTORY

Project Manager, Web Designer, Solutions Consultant

A Keyboard & A Cup of Coffee - Business Consulting and Web Design

SEPTEMBER 2010 - PRESENT

- Creates custom-designed websites that creatively expresses who businesses are and what they do while helping streamline key business processes.
- Manages and implements web projects from proposal development to testing and training, serving clients across more than 20 industries nation-wide.
- Establishes and optimizes social media accounts, integrating and leveraging website blogs.
- Analyzes and re-designs business processes, with supporting web infrastructure, realizing time and cost savings for over 60 businesses and organizations.

Web and Online Services Coordinator

Osgoode Ward Business Association

MARCH 2019 - PRESENT

- Enabled technologies to help streamline business processes and promote communications across a membership of 80+ businesses and the business community at large.
- Developed new website and increased social media presence to better promote the association and improve membership application, marketing and communications.
- Leveraged contact management tools to promote communications and gain insight to our membership.
- Worked with Board of Directors to re-develop foundational documents related to association governance.

Project Manager and SAP Functional Specialist

Accenture (formerly Andersen Consulting)

MAY 1991 - SEPTEMBER 2003

- Led several teams that developed and implemented technology solutions to improve clients' productivity. Enabled clients to become high-performance businesses and governments.

- Managed teams on a Business Transformation program at Canada Post Corporation (CPC) that changed the work of 12,000 employees, streamlined hundreds of processes, combined 67 disconnected databases into a single information resource. It invested over \$300 million to achieve an annual benefit stream for CPC of \$150 million.
- Consulted to national postal organizations both in Canada and the U.S. along with other federal government departments such as Treasury Board Secretariat and Public Services and Procurement Canada.
- Certified in SAP's suite of business software on SAP Inventory Management, Materials Resource Planning, Asset Management, Purchasing, Invoice Verification and SAP Project Management.
- Led a large, custom development team, based locally and remotely, where I estimated, planned, resourced and executed over 1000 days of conversion, extension, report and form development for over 250 work objects.
- Trained in and executed process design, recognizing inefficient operational functions to re-design them into more focused value-added activities. This includes work in change management, transitioning organizations and their people into new business and technology processes.

VOLUNTEER/PART-TIME

Chairperson

Public School Councils

SEPTEMBER 2000 - JUNE 2019

- Helped establish an informational website and introduced financial processes. Installed and maintained a new lunch ordering system for 700 students. Managed a lunch program grossing over \$125,000 annually. (Kars on the Rideau School Council)
- Led and organized teams of parent volunteers in fundraising initiatives. Led a campaign to raise over \$70,000 for new play structures in under 18 months. (Manotick Public School Council)

President

Business Networking Clubs

SEPTEMBER 2011 - DECEMBER 2018

- Created and led a new location chapter and attracted new members. Chaired weekly meetings and grew the business network. Designed process improvements for record keeping, payments and reporting. (Phoenix Business Exchange, Business Breakfast Club)

Vice Chair, Registrar, Marketing Lead

Cooperative Nursery School Board of Directors

SEPTEMBER 2004 - JUNE 2011

- Planned and organized a registration campaign for a community nursery school including advertising and payment processing. (Manotick Cooperative Nursery School)
- Led and directed a board of volunteer parents to run all business aspects of a local nursery school: registration, finances, marketing, fundraising and event planning. (Metcalf Cooperative Nursery School)

Vice Chair, Website Coordinator

Greely Community Association

JUNE 2005 - DECEMBER 2006

- Helped establish a new community website and fundraised record amounts for annual community festival attracting over 5000 people. Led and mediated political discussions on several municipal issues.

Director, Board of Directors

Rural Family Connections

SEPTEMBER 2004 - JUNE 2005

- Helped lead the establishment of a new non-profit organization to support young rural families who have difficulty accessing family services more readily available in urban areas. Drafted articles of incorporation, developed marketing strategies, defined job descriptions, developed orientation manuals.

EDUCATION

BScH Computing Science

Queen's University at Kingston

SEPTEMBER 1987 - MAY 1991

CERTIFICATIONS

SECRET Security Clearance

Government of Canada

NOVEMBER 2019

SAP Functional Certification

SAP and ABAP Project Management

SAP Partner Academy

Materials Management (MM), Production Planning (PP),
Sales & Distribution (SD)

Covey Leadership Training

Principle Centred Leadership Training

LANGUAGES

English - Native

French - Beginner/Intermediate

TECHNOLOGY

Microsoft Applications (Word, Excel, PowerPoint, Outlook, Project, Visio)

Google Applications (Drive, Docs, Sheets, Slides, Gmail, Analytics, Groups)

Various Apple Mac and iOS Apps

Internet Browsers (Chrome, Firefox, Safari, Internet Explorer)

Web Development Tools (WordPress, HTML5, CSS)

Social Media Platforms (Facebook, Twitter, LinkedIn)

Contact Management (MailChimp, Survey Monkey)

REFERENCES

Available upon request. Visit my online profile at:

<https://keyboardandcoffee.ca/kimberly-cable/>

Thank you for your consideration.