

## Emily A. White

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### QUALIFICATIONS

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- Business professional with ten years' experience in project management and operations support
- Solution-oriented critical thinking skills with keen interest in applying best practices and optimizing outcomes.
- Passionate about strengthening productive working relationships with internal and external stakeholders.
- Observant and proactive problem-solving style.
- Tools: Certified Scrum Master, Project Management course work, Jira, and experience with agile principles.

### KEY AREAS OF EXPERTISE AND RELEVANT CHARACTERISTICS

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|------------------------------|----------------------------------|------------------------------|
| • Adaptability & Flexibility | • Collaboration & Teamwork       | • Diversity & Inclusion      |
| • Emotional Intelligence     | • Innovative Thinking            | • Process Improvement        |
| • Project Management         | • Strategic Planning & Execution | • Team Building & Leadership |

### PROFESSIONAL EXPERIENCE

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#### Clinical Governance Coordinator, Quality Program

Aug. 2020 – Aug. 2023

Vancouver Island Health Authority

Victoria, BC

- Improved and streamlined documentation management and SharePoint systems for the department
- Generated minutes, reports, and agendas for Operations meetings with Executives and Directors
- Collaborated with internal stakeholders at all levels of the organization to improve efficiency, communication and task management
- Created a briefing note regarding the COVID-19 Mask Policy in Vancouver Island Health out-patient clinics, collaborating with a multi-level project team; this was implemented organization wide
- Analyzed reporting structures, project management processes, and workflow intake to ensure best practices, modernize team collaboration and information sharing.
- Facilitated meetings and took on leadership roles within the team to ensure successful implementation of Work Plan priorities.

#### Executive Operations Manager, Digital Platforms and Data

Aug. 2019 – Mar. 2020

BC Ministry of Citizens' Services, Office of the Chief Information Officer

Victoria, BC

- Managed corporate operations; focus on budget, strategic planning, and corporate services

- Responsible for executive communications plan, writing and editing outgoing communications
- Secretariat for three cross-government executive boards; created agenda, generated material
- Lead cross-program projects: planning approach, selecting members, setting milestones, and monitoring and reporting outcomes
- Supervised four staff

**Administrative Coordinator**

Jul. 2017 – Aug. 2019

BC Ministry of Children and Family Development, Minister’s Office

Victoria, BC

- Coordinated, managed, maintained high level meetings and appointments for Minister Conroy and Minister Chen
- Worked with internal/external stakeholders; often working with highly sensitive material and topics
- Provided direction and information to the public on a frequent basis
- Tracked outgoing requests, and incoming material, in addition to invitations and meeting requests
- Supervised two staff

**Data Librarian**

Dec. 2016 – Jul. 2017

BC Ministry of Education, Governance & Analytics Division

Victoria, BC

- Member of project team creating new enhanced reporting website
- Responsible for business metadata connected to Education Data Warehouse; provided information on data quality, logic, and history
- Development and maintenance of online public glossary, including standards and rules for describing and managing metadata.
- Used SQL developer to run queries of data

**Senior Executive Assistant**

Sep. 2016 – Dec. 2016

BC Ministry of Education, Deputy Minister’s Office

Victoria, BC

- Managed the Deputy Ministers calendar and schedule, maximizing time management; worked with internal/external stakeholders
- Tracked emerging deadlines, and relevant material, determining priority issue and flagging urgent matters
- Handled multiple priorities concurrently while analyzing complex information and determining solutions under tight timelines
- Maintained office records, handled sensitive and confidential materials and issues

**EDUCATION**

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**Master of Arts, Film**

Liverpool John Moore’s University

Graduating Sept 2024

Liverpool, UK

**Bachelor of Arts, Sociology and Gender Studies**

University of Victoria, Social Sciences

Graduated April 2014

Victoria, BC

**Motion Picture Industry Orientation**  
Royal Roads University

Completed October 2021  
Victoria, BC

**Certified Scrum Master**  
Scrum Alliance

Completed April 2020  
Vancouver, BC

**Project Management Professional Exam Preparation Course**  
University of Victoria, Professional Development Programs

Completed January 2020  
Victoria, BC