

Sarah Tremblay

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PROFILE

Bilingual (English/French) project coordinator with 6 years of experience in financial services and the public sector. Known for keeping multi-stakeholder projects on schedule, plain-language reporting, and PMP-certified delivery discipline. Eligible to work for the federal government; secret clearance held until 2027.

SKILLS

- Project coordination: scheduling, RAID logs, budget tracking (up to CAD 1.5M)
- Tools: MS Project, Jira, Confluence, SharePoint, Power BI
- Bilingual: English (native), French (professional working — BBB federal profile)
- Reporting: plain-language briefing notes, executive dashboards, bilingual stakeholder communications

WORK EXPERIENCE

Project Coordinator

Apr 2021 – Present

Northbridge Financial Services — Toronto, ON

- Coordinated a 14-month digital onboarding project across 5 teams; delivered 3 weeks early
- Tracked a CAD 1.5M budget and flagged variances that saved CAD 90K in vendor fees
- Ran weekly steering-committee reporting for VP-level sponsors
- Maintained the RAID log and change register across 30+ vendor deliverables; 95% of escalations resolved within SLA
- Onboarded and coached two junior coordinators on project tooling and reporting standards

Program Assistant

Sep 2018 – Mar 2021

Service Ontario (contract) — Ottawa, ON

- Supported intake and reporting for a public-facing services modernization program
- Drafted bilingual stakeholder communications reviewed by the program director
- Built the program's first consolidated status dashboard in Power BI, adopted by three directorates

Administrative Assistant (co-op)

May 2017 – Apr 2018

City of Ottawa — Ottawa, ON

- Two co-op terms supporting committee coordination: agendas, minutes, and follow-up tracking for 40+ meetings

EDUCATION

Honours BA, Public Administration

2014 – 2018

University of Ottawa

- Co-op program · French immersion stream

CERTIFICATIONS

- Project Management Professional (PMP), PMI — 2023
- Certified ScrumMaster (CSM) — 2022
- Prosci Change Management Certification — 2024

VOLUNTEER WORK

- Volunteer tax preparer, CRA Community Volunteer Income Tax Program (2022–present)
- Big Sister mentor, Big Brothers Big Sisters of Toronto (2021–present)