Kat Keilty

LinkedIn katkeilty | Email: katkeilty@outlook.com

Experience

Beclawat Manufacturing

Quality Specialist (remote/hybrid)
2022 - Present

- Produce, administer, and analyze detailed reports to guide business decisions.
- Improve process efficiency and compliance through standardization and automation.
- Develop, maintain, and support QMS for optimal performance.
- Manage project stakeholders, scope, and document control.
- Utilize data to drive continuous improvement across operations.
- Monitor, train, and lead cross-functional teams for improved experiences and results.
- Serve as senior internal auditor for process and routine business review.

Quality Auditor (remote/hybrid)
2018 - 2022

- Created and managed various documents, records, and training materials.
- Maintained databases and analyzed data.
- Redesigned nonconformance reporting, simplified through forms and automation.
- Developed interdepartmental communications for enhanced workflow.
- Trained junior staff with a focus on quality and process improvement.
- Conducted internal audits for quality and health and safety review.

Various

Welder/Fabricator
2012-2018

- Fabricated metal products according to blueprints, calculations, and specifications; created additional documentation when necessary.
- Programmed robotic welders, maintained records, and implemented improvements.

Education

Corporate Finance Institute

BIDA Certificate, Business Intelligence & Data Analyst
2024

- Advanced Excel, Power BI, Power Query, Power Pivot, SQL, Tableau, Python
- Statistical analysis, business intelligence, data science principles
- Data visualization, analysis, and storytelling techniques

Business Resource Center

ISO 9001:2015 & ISO14001:2015 Internal Auditor Certificates
2017, 2024

Loyalist College

Diploma, Office Administration – Executive
2021- 2023
- Business Law, Project Management, Human Resources, Accounting, Organizational Behaviour, Communications, Remote work, Mathematics

Projects & Skills

Digital Transformation & ERP Implementation
- Managed and coordinated stakeholders including francophone partners and consultants.
- Led training and process development using Oracle NetSuite.
- Executed SQL queries ad hoc to migrate and assess components.

Leadership & Training
- Reviewed work products and mentored staff to enhance performance.
- Developed and delivered training on 365, QMS & ERP, both in-person and remotely.
- Collaborated with process owners to adapt processes to new technologies and capabilities.

Internal Tracking and Metrics
- Consulted stakeholders to eliminate manual data entry and improve accuracy.
- Migrated reports and users from manual Excel to automated Power BI with ODBC.
- Developed and maintained Power BI reports utilizing SQL, Dax, VSCode, and Azure DevOps.

Sales Value Stream Mapping
- Conducted interviews and investigations.
- Analyzed processes using collected ERP data, PowerBI, Excel, Dax, and Power Query.
- Produced presentations, documentation, recommendations, and support tools.

Software Implementation & Database Administration
- Served as project manager/super administrator, implementing Quality Management Software.
- Administered databases.
- Liaised with parent company IT and external IT. Provided IT support internally.
- Delivered reporting for business needs using PowerBI, Excel, and SQL.

Vendor Tracking & Metrics
- Collected requirements from stakeholders for dashboards and scorecards.
- Created bilingual dashboards utilizing French knowledge and translation.
- Utilized quantitative vendor data from ERP/QMS and qualitative data from Excel.

Documentation
- Consulted with stakeholders to develop software, templates, and processes.
- Advised on technical/business requirements for versioning, branding, and formatting.
- Supported written translation of French materials and documents.