

Kat Keilty



PROFESSIONAL SUMMARY

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As a professional committed to process integration and organizational improvement, I bring a holistic systems view that integrates business, technical, and process perspectives. I help companies bridge the gap between strategic objectives and practical solutions, consistently overcoming complex challenges through creative problem-solving and tenacity. Results are my key motivator – witnessing the positive transformation of processes and people is what drives my dedication to excellence. Throughout my career at Beclawat Manufacturing, I've successfully led multiple implementation projects, including our ongoing enterprise-wide Oracle NetSuite ERP implementation where I currently manage stakeholder requirements and coordinate cross-functional teams to ensure successful adoption.

My expertise in Business Intelligence development has allowed me to create impactful data visualizations and reports using Power BI, SQL, and Excel that drive informed decision-making. I excel at translating complex data into actionable insights that support strategic business objectives.

With hands-on experience in database configuration and administration, I've optimized systems for improved performance while maintaining data integrity. My background in quality auditing provides me with a unique perspective on process improvement and compliance requirements.

I thrive in collaborative environments where I can work across functions to solve complex problems. Whether I'm gathering requirements from frontline staff or presenting solutions to executive leadership, I communicate effectively at all levels. My approach combines technical expertise with critical thinking to deliver practical solutions that make a real difference.

What truly drives me is helping teams embrace positive change through thoughtful implementation and training. I believe that the best technical solutions are those that enhance people's work experience while advancing organizational goals.

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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 Cente

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.