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Dear Hiring Manager,

I am a highly motivated professional and self-starter who has work experience to succeed in the role of Business Analyst. In my most recent position, I worked as a Global Compensation Services Coordinator at Weichert Workforce Mobility and prior to that, I worked as a Policy Analyst at Municipal Tax Equity (MTE) and a Property Tax Analyst at Reamind Systems (OPTA).

In my role as a Global Compensation Services Coordinator, I switched gears from my primarily legal and policy-oriented mindset into that of a tax and compensation-based role. Here, I was able to expand my quantitative analysis skillset, by conducting monthly compensation data reviews to investigate and rectify possible inaccuracies. I worked to refine this data through collaboration and consultation with external stakeholders, to then be further analyzed by tax firms for tax compliance purposes. Additionally, many of the client contacts weren't well versed in their company's mobility policies, which I know inside out through on the job training and exposure. Being an outside contact advising clients of their own policies was at first a role met with lots of dissent and resistance, but through carefully guiding and patiently explaining sticking points I was able to cultivate trust and ultimately build strong relationships. This resulted in me being a regular go-to and subject matter expert, not only for general policy questions but on guidance regarding what policy best fits a certain scenario, what qualifies as an exception to policy, why a certain policy has its confines, etc. There were numerous Standard Operating Procedure and template documents in place to accurately capture and execute work processes, many of which I've helped create or maintain. The company's main client, a major financial institution in Canada, was constantly evolving policies and processes that shape the work I did. In this frequently changing environment, I'd proven to be agile and adaptable by looking for workflow efficiencies and providing suggestions for constant refinement. I like to reimagine the possible and question the status quo in the hopes of continuous improvement.

As a Policy Analyst working under the Vice President, I was responsible for monitoring the municipal landscape by performing media scans and staying abreast of Assessment Review Board (ARB) decisions to ultimately bring awareness to clients of policy trends and key issues. Reading Acts and by-laws was a regular and welcomed exercise, as was proofreading and editing policy heavy information. I was also responsible for analyzing large swaths of data and translating the data into briefing documents for municipal stakeholders, to then be used as part of their annual budget planning exercise. This was achieved through extensive use of Excel to produce graphs and tables from large, raw data files. Client deliverables (i.e. reports) were the bulk of the work at MTE and I am an eager collaborator and a standards conformer which helps propel large undertakings to the finish line. These skills would allow me to succeed in the Business Analyst position.

Working at OPTA as a Property Tax Analyst provided the opportunity to develop a solid foundation of universally necessary skills in a professional environment. Analyzing data, liaising with external stakeholders, and reviewing the work of peers translates to needed skills in any position: critical thinking, relationship building and ensuring quality results.

With the above-mentioned experience, I hope you have learned a little about me and what I could bring to the table as a Business Analyst. I would love the chance to contribute my skillset and see the positive impact that this position has the capacity for. I look forward to having the opportunity to further discuss my qualifications. Thank you in advance for your consideration.

Best Regards,
Jessica Waz