

Sara Hepperle

Toronto, ON | sara.hepperle@torontomu.ca | Year of Study: 5th | [LinkedIn](#)

SKILLS

- Proficient in Microsoft Office Suite, Excel, SQL, and Power BI
- Strong team leadership and project management abilities
- Skilled in data analysis, reporting, and process optimization
- Experienced in corporate communications and stakeholder engagement

EDUCATION

Bachelor Of Commerce - Law and Business
Toronto Metropolitan University

Expected in 04/2026
Toronto, ON

- CGPA: 3.63/4.33
- Dean's List Honoree 2021- 2024

Academic Exchange – Business Studies
Copenhagen Business School

01/2025 – 06/2025
Copenhagen, Denmark

WORK EXPERIENCE

Governance Analyst (Co-op) – CIBC – Toronto, ON · 09/2025 - 12/2025 (Expected)

- Support enterprise records governance by mapping record lifecycles, building structured inventories, and tracking compliance controls across business units.
- Leverage SQL and Power BI to analyze record datasets, automate reporting, and visualize governance metrics for senior stakeholders.
- Collaborate with cross-functional teams to streamline record management workflows and enhance regulatory alignment.
- Research and pilot AI-driven tools to improve data classification, metadata tagging, and retention tracking efficiency.

Internal Communications Intern (Co-op) – Hydro One Networks Inc. – Toronto, ON · 01/2024 - 08/2024

- Supported internal communication strategies promoting key initiatives across Ontario's energy sector, reaching 5,000+ employees.
- Wrote and published internal articles spotlighting projects and employee achievements, driving higher intranet engagement.
- Tracked and analyzed email campaign performance to optimize open and click-through rates across communication channels.
- Partnered with creative and technical teams to deliver multimedia content with consistent, on-brand messaging.

Pool In-Charge (Manager) – City of Toronto – Toronto, ON · 01/2022 - 12/2024

- Supervised teams of up to 12 lifeguards and oversaw aquatic programming, customer service, and administrative tasks.
- Delivered safety training for new staff in line with company procedures.
- Taught swimming lessons, adapting instruction for diverse age groups and skill levels.

Corporate Relations Associate – Toronto Metropolitan University – Women in Law · 05/2023 - Present

- Coordinated partnerships to secure sponsorships/donations in the form of monetary and in-kind.