





# JEREMY LI

Project & Change Management Analyst

*Ambitious and versatile Science and Business co-op student with experience in the financial and retail industry working face to face with clients/customers, to corporate involvement with enterprise wide projects from technology, operations, risk management, change management, and early talent engagement. Involved in the school community since high school and led teams to compliment a student experience, putting others wants and needs first, and founded clubs to give everyone an opportunity to express themselves in the community*

## CONTACT

 jeremyli319@gmail.com

 416-735-6636

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## SKILLS

Leadership

Communication

Project Management

Market Research

Event Management

Problem Solving

OpenPages

HTML, CSS

Microsoft Office

Word, Excel, PowerPoint, Outlook,

SharePoint

Adobe

Illustrator, InDesign, Photoshop

## OTHER EXPERIENCE

Sales Teammate at Under Armour

Parts Pro at PartSource

Summer Camp Assistant at TCCSA

Co-founder/VP of TED-Ed Club RHHS

Facilitator of TEDxYouth @ RHHS

## EDUCATION

**BA Science, Science and Business**  
University of Waterloo / 2017-2022

Minor in Economics  
Minor in Earth Sciences



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## WORK EXPERIENCE

Sept 2019-  **Sponsorship Co-Director**  
Aug 2020 *Fashion for Change*

- Facilitated a team of 10+ Sponsor Managers to find monetary and non-monetary sponsorship opportunities with companies such as RW&CO, GAP, RBC, KW4Rent, and more for the annual fashion show in support of our WE village in Sierra Leone
- Managed relations between choreographers, board of directors, models, and executives to promote a healthy transparent communication channel between the parties, and solve any setbacks or issues that arises throughout the terms

Jan 2018-  **President**  
Aug 2020 *Science and Business Student Association (SBSA)*

- Coordinated events for the faculty of science to improve student engagement, raise awareness for mental health, and build a supportive community for the students in the Science and Business (SCIBUS) program.
- Strategized with program director to align the association with the program objectives to improve the application process, future daily operations, club space arrangements, and integration with other SCIBUS program resources

Sept 2019-  **Project & Change Management Analyst**  
Dec 2019 *Royal Bank of Canada | Group Risk Management*

- Monitored and managed the operational risk data migration project by assisting key stakeholders with changes and issues with scrums, prototyping, UAT, documentation, and tracking of deadlines to predict changes to the go live date
- Created and managed multiple project SharePoints, documentations, and communications such as slide decks, newsletters, to organize and update resources for managers, users, executives and other stakeholders
- Modernized web-page/design formats to improve the user interface on multiple platforms such as the intranet and internal social media (Connect), documented the changes made to instruct future content managers how the process works, and updated web-content to actively reflect up to date information
- Analyzed Self Assessment Processes(SAP) evidence by testing and collaborating with Subject Matter Expert's to report about RBC systems and processes for audit and Office of the Superintendent of Financial Institutions(OSFI).

Jan 2019-  **Business Analyst**  
Apr 2019 *Royal Bank of Canada | Technology & Operations*

- Conducted market research by making surveys and focus groups to gather insights on early talent conversion and presented a strategy to advise senior management on talent retention within RBC Technology & Operations
- Analyzed communication platforms used by RBC Technology & Operations to find the most effective way to communicate and engage employees within the organization, and prototyped web-page designs for new graduates in T&O
- Engaged within the RBC community via 10+ coffee chats from students to recruiters, socials, hackathons, networking events, and tech community via volunteering with multiple teams including FutureMakers