

09-May-2018

5516 –109A Street NW
Edmonton, Alberta T6H 3C2

Hope 4 Life Inc.
205-9258 34A AVE NW
Edmonton, Alberta

To Whom It May Concern:

I was glad to see an opening with Hope 4 Life Inc. for a Human Resources Assistant. My objective of a human resources career and my experiences are well matched for this position. In a desire to bring more passion to the work I do, I have recently assessed what I value in my work. I found that my enjoyment comes from building relationships and helping people achieve their goals.

In my broad professional experiences, I use my skills and knowledge to provide creative and practical insights, and exceptional solutions. My natural aptitude and passion for helping has strengthened my ability to build relationship, advocate, and add value. My successes are strongly influenced by my experiences as a manager, sales professional, and facilitator. These experiences have honed my ability to recognize talent, identify opportunities, and align results with organizational mission and vision.

My passion for continuous improvement linked with my experience in needs assessment is vital to my successful training and on-boarding of people. A strong belief in lifelong learning, continual improvement and quality serves to enhance by my abilities in process improvement, training and documentation. My skill in project management, corporate training, and facilitation further refined my ability to manage challenging situations and delivery projects.

I have enclosed my resume to serve as a guide to my experiences. I look forward to meeting with you to discuss this opportunity. I can be contacted at my phone number: **780 885 4572**.

Sincerely,

WTurner

Warren Turner

Professional Summary

- Warren has over twenty-years of experience leading, training and advising across front line through executive teams.
- Successes include project management, corporate training and group facilitation, gathering requirements, visioning and strategic planning, workflow and process improvement, and business analysis.
- Extensive cross-cultural and International training experience, as well as significant work with marginalized group. Leveraging exceptional interpersonal and teamwork skills.
- Responsibilities include program and project management, financial reporting, professional training, direct sales and management consulting.
- Warren's impressive work with public and private, and voluntary sector, demonstrates results driven analytics, problem solving, and skilled communication.

Professional Experience **Advisor, Independent Insurance Advisor • Edmonton, AB**

*2009
to
Present*

- Promotion and sales of Life and Group insurance. Successfully recruited prospects and clients at trade shows. Provide customer focused analysis of needs, and recommended financial strategies, to help them realize their goals and manage risks. End-to-end business management and administration –filing/data entry, planning, budgeting, financials, and taxes.

IT Project Manager, Finning (Canada) • Edmonton, AB

*2007
to
2009*

- Managed and oversaw multiple and concurrent projects from the chartering, opportunity through to go-live. Led teams that spanned many departments and regions. Actively helped to establish PMO framework, tools, and templates. Project teams were technical and business analyst professionals, and ranged from 6-8 individuals.

IT Project Manager, Haemonetics Corporation (5D) • Edmonton, AB

*2006
to
2007*

- Project management of international software implementations. Successfully negotiated timelines and target, and directed implementation and workflow optimization. Company products are FDA and ISO compliant. Escalated customer issues to sales, program manager, and development teams. Project teams included technical and business analysis professionals, and ranged from 1-3 individuals.

Management Consultant, CGI Group (Quanterra) • Edmonton, AB

*2003
to
2006*

- Facilitated major projects needs analysis, workflow analysis and improvement, and the creation strategic and business plans. Analysis and oversight for the creation of IT use cases. Presented project proposals to clients, leadership and project teams. Writing and Editing of Request for Proposals (RFP) and Request for Information (RFI) responses.

Training Manager, ACI Worldwide Ltd. (MessagingDirect) • Edmonton, AB

*1995
to
2003*

- Directed the training strategy and operations for internal and external training. Trained at multiple levels from front-line to technical, and executives.
- Efficiently managed, led and coordinated product knowledge training programs for more

than 120 institutions and mid-sized companies. Established third-party Partnering and put partnered programs into practice.

- Aligned department plans with corporate objectives, and integrated industry best practices. Recruitment, interviewing and on boarding of staff.
- Lead trainer for: requirement analysis, software client-side configuration for more than 50 training implementations. Publisher, writer, and editor of technical, training, sales and product knowledge documents.

1993 **Instructor / Teacher, NorQuest (Alberta Vocation College)**

to
1995

- Successfully taught adult students with a variety of personal challenges.

Education Bachelor of Science • 1990 | University of Alberta • Edmonton, Alberta

Bachelor of Education • 1992 | University of Alberta • Edmonton, Alberta

Certifications Human Resource Management Certificate • -- In progress 2018 -- Currently enrolled at University of Alberta extension taking relevant courses. Goals is to become a Certified Human Resource Professional (CHRP)

Project Management Professional • January, 2004. Resigned from Project Management Institute in 2009.

Graduate Certificate in Project Management • April, 2003. University of Alberta graduate extension certificate.

Volunteer Boards Pleasantview Community League - **Programs Director** (current), lead and coordinator for community programs; **Treasurer** – Financial and budget management and reporting (2012-2017); and **Facilities Director**(2010-2012), Lead on maintenance projects (e.g. Parking Lot), Initiated and managed the Root-for-Trees project and grant applications.

Parents Association Lansdowne Students - **Secretary**, Established and Lead the Silent Auction fund raising event, and assisted in the publishing of a *New Comers Guide for Parents* of various cultural backgrounds.

Technical Experience Extensive experience with a variety of software, web, social media, and internet technologies, databases, scripting and programming language, on multiple Operating Systems environments (Mac Os, Windows PC /Server, UNIX).

Software Includes: Google Apps, Social Media, PeopleSoft, SAP, WBT and online Help tools, Microsoft Office Suite, Publisher, Corel, Adobe Suite, Visio, Learning / Document Management (LMS/EDMS) and Concurrent Version Systems.

References *Available on Request*