

# KERRY-ANN SITCHERON

1624 201 St. NW Edmonton, Alberta | [kerryannwray@gmail.com](mailto:kerryannwray@gmail.com) | C: (306) 519-4717

---

## MANAGER, PROGRAM DEVELOPMENT & ACCOUNTABILITY

**R**esults-driven professional with key program development skills, a demonstrable passion for the non-profit sector and the lived experience as a black person in Canada. A committed professional with strong leadership skills and abilities to strategically align people, culture, and change management.

- Strong familiarity and experience with provincial government ministries, government and non-governmental organizations and human services agencies.
  - Knowledge of proposal requirements and strong experience with academic and professional writing.
  - Proficient in Microsoft Office, Excel, NVIVO, Qualtrics, Opinio Survey and other analysis tools.
  - Knowledge and experienced in the development of program logic models to define and evaluate program outcomes. Member of the Canadian Evaluation Society.
  - Experience in coordination and management of project schedules and events.
  - Completion of Foundations for Supervisors course with the Government of Alberta.
- 

## EDUCATION

### MASTER OF ADMINISTRATION- Leadership 2018

The University of Regina, Regina- Saskatchewan; \*Recipient of UR Graduate Scholarship Award

- Courses include: Management Accounting, Business Policy & Strategy, Diversity Management, Project Management, Organizational Behaviour, Strategic Human Resources, Entrepreneurship & Innovation

### POST-GRADUATE DIPLOMA IN EDUCATION (HONS.) 2016

The University of the West Indies, Kingston- Jamaica

- Completed action research project: *Enhancing Student Writing Skills Using the Process Approach: An Action Research Study*

### BACHELOR OF ARTS (HONS.) 2006

The University of the West Indies, Kingston-Jamaica

---

## PUBLIC SECTOR EXPERIENCE

**Transformation Specialist**, Government of Alberta, Edmonton 2018- Jan 2021  
*Primary Change Advocate (Backup); Co-facilitator- People in Change learning session*

### Leadership, Strategy and Program Development

- Manage project coordination, ongoing prioritization of activities, the application of a theoretical change management, provision of advisory services to Associate Director and conduct research to support planning.
- Lead cross-ministry working group of 12 members to plan for and develop change management tools and resources to support finance peers across the Government of Alberta.
- Provide strategic advice, identify change impacts, risks and mitigating actions to management in a timely manner.
- Support the development of 1GX change management activities, including the creation, facilitation and execution of change program and communication strategies.
- Participate on cross-ministry teams as Primary Change Advocate, designed to address issues as well as provide input and support to staff as they prepare for the transformation of financial services including the adoption of new system.
- Lead the development of a monthly newsletter for 700+ members of the finance community across government, including interviews, writing of articles and distribution of the newsletter, *The Funnel*, to keep them informed as well as develop a sense of community.
- Facilitate culture engagement session

### Communication and Writing

- Develop communication materials including presentations, emails and messages for senior leaders and infographics for a wide range of audiences.

### Process and Data Management

- Develop and maintain SharePoint site, including designing and managing knowledge management systems to document, store and efficiently use information.

### Research, Evaluation and Report Development

- Conduct research to identify emerging issues for effective issues management.
-

- Support successful implementation of change training programs such as the “Resilience in Changing Times” sessions, including coordinating each session, conducting training evaluation and providing recommendations.
- Co-lead the development of Outcomes Measurement Framework, which outlines the strategic direction for the finance community.
- Prepare reports on research findings, polling data and surveys including trends, results, observations, and recommendations.

**Policy Analyst, Government of Saskatchewan, Regina SK**

May 2018-Aug 2018

#### Strategic and Operational Planning

- Supported corporate policy and planning teams by conducting policy research and analysis, including analysis, interpretation and synthesis of information- supported *Children’s Counsel* and *Offender Transport Initiatives*.

#### Evaluation

- Engaged with managers in developing and coordinating program development logic models.
- Supported the development of strategic and operational metrics to align with department and ministry goals and priorities.

**Change Management Analyst, SaskEnergy, Regina**

Sep 2017 – Apr 2018

#### Research, Evaluation and Communication

- Using PROSCI and ADKAR change methodology, conducted change and risk assessments as well as gathered information on SaskEnergy’s divisional change capacity and change saturation levels.
- Developed Organizational Change Management (OCM) communication materials including presentations and articles.
- Prepared reports on research findings, polling data and surveys including trends, results, observations, and recommendations.

---

## HUMAN SERVICES EXPERIENCE

**Supportive Housing Relief Worker, Youth Empowerment Support Services**

Aug 2020- Present

- Provide trauma-informed care and services to youths experiencing mental health issues and homelessness.

**Residential Youth Worker, Changes for Hope**

May 2019- Jan 2020

- Supported at-risk group home youth with their case plans, including providing support to youths with mental health and behavioural challenges.

**Substitute English for Second Language (ESL) Instructor, Regina Open Door Society**

Apr 2017- Sep 2018

- Designed workshops and facilitated English for Second Language workshop sessions for newcomers to Canada.

**Residential Youth Worker, Regina Youth for Christ**

May 2017- Sep 2018

- Supported at-risk group home youth with their case plans, including providing support to youths with mental, health and behavioural challenges.

**Graduate Teaching Assistant, The University of Regina**

Dec 2016- Apr 2018

- Designed and facilitated workshops for university students on topics related to academic success.

**High School English & History Teacher, The Heinz Simonitsch School-Jamaica**  
**Fundraising Project Lead**

Aug 2008- Aug 2016

- Developed innovative course plans related to English, Literature and History to meet academic, intellectual, and social needs of students.
- Applied progressive teaching principles to classes of 25-29 students, achieving 100% student pass rate in standardised regional exams and two students receiving regional academic awards.
- As Fundraising Project Lead from 2013-2016, managed budget and coordinated school fundraising event which attracted amassed over \$500,000 in profit. Coordinated fundraising project which involved conceptualizing a marketing strategy, outlining project goals and assessing the risks.

---

## RESEARCH EXPERIENCE

**Graduate Research Assistant, National Centre for Collaboration in Indigenous Education**

Oct 2017- Mar 2018

- Conducted environmental scan on Indigenous educational programs across Saskatchewan.
  - Conducted interviews with Indigenous leaders to gain insight into educational programs.
  - Conducted literature review on Indigenous educational programs.
-

- 
- Graduate Research Assistant, The Office of Indigenization/ University of Regina**      March 2017- April 2017
- Conducted literature review and jurisdictional scan on Indigenous faculty retention practices and strategies including best practices.
  - Recommended actions connected to the Truth and Reconciliation Commission's Call to Action.
  - Outlined preliminary strategy around increasing recruitment and retention of Indigenous faculty.

- Graduate Research Assistant, Social Policy Research Centre/ University of Regina**      Oct 2017- Feb 2017
- Assisted with coordination of research team meetings.
  - Participated in data collection in Saskatchewan and collaborated with researchers in other provinces.
  - Assisted with transcribing interviews, data analysis using NVIVO software and report writing.
  - Assisted with maintaining detailed and organized project documentation.

- Graduate Research Assistant, Research Interest Public Group/ University of Regina**      March 2017 - May 2017
- Conducted literature reviews on shared economy initiatives.
  - Conducted feasibility study of shared economy initiative in Regina.
  - Provided recommendations, including limitations to adopting tool library initiative in Regina.

---

### **VOLUNTEER EXPERIENCE**

- **Mentor, Black Girls Empowerment Program- BCW In Action, Edmonton**      Oct 2020- Present
- **Board Secretary, The Society for Talent Education, Edmonton**      2019- 2020
- **Vice-President International, University of Regina Graduate Students' Association**      2017- 2018
- **Immigrant Literacy Tutor, Regina Public Library, SK**      2017- 2017
- **Community Youth President, MAYDISCA Jamaica**      2014- 2016
- **Literacy Coordinator, Hillview- Jamaica**      2007- 2008

---

### **PROFESSIONAL DEVELOPMENT**

- **Crucial Conversations, The Government of Alberta, Edmonton**      2020
- **Gender Based Analysis Plus (GBA+), The Government of Alberta, Edmonton**      2019
- **Certificate in Foundations of Project Management, MITACS, The University of Regina**      2018

---

### **REFERENCES**

Available Upon Request