

SARAH DIMICK

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SUMMARY

I am a professional researcher and project manager. With a decade of experience at Canada's largest think tank, I've established myself as a thought leader on Canadian Innovation. I've authored and coauthored many reports focused on critical, regional and economic drivers. I have conducted research for a diverse group of clients including industry leaders in innovation, manufacturing, and energy production, as well as for all levels of government including a special report submitted to Cabinet.

I am committed to excellence in my work. Establishing open and clear communications with my clients is essential to my commitment to meet each of their needs and to create a research project that addresses their concerns. I experienced in producing rigorous and sound research. I translate the complex issues into straightforward, results-based, business practice recommendations.

EDUCATION

- MASTER OF ARTS, Legal Studies, 2003 – 2005, Carleton University, Thesis: The Development of Democracy in Afghanistan
- BACHELOR OF ARTS, HONOURS, 1998 – 2002, Carleton University, Major in Law, Minor in Political Science

EXPERIENCE

2017 PRINCIPAL RESEARCH CONSULTANT, SARAHDIMICK.COM

- As an independent research consultant, I work to develop custom research projects for clients to meet their business goals. I am currently engaged in a project focused on identifying the barriers to digital technology adoption among BC's healthcare workgroups.

2016 SENIOR ASSOCIATE, ADVENTUS RESEARCH + CONSULTING INC.

- Adventus was engaged to develop a competitive intelligence strategy and go-to-market plan for a new cloud-based infectious disease database developed to enable a rapid response, whole of sector approach to future outbreaks. As lead research specialist for US markets, I led data collection and analysis, interviewed public and private sector health leaders across the US and developed a market profile for executive consideration. Data analysis outcomes were subsequently integrated within the go-to market plan, supporting a successful start-up for the Client.

2006-2015 THE CONFERENCE BOARD OF CANADA

During my tenure with the Conference Board of Canada, the foremost independent, not-for-profit research organization in Canada, I collaborated on more than 100 projects delivering insight and solutions to economic, public policy and organizational challenges, to private and public clients. I joined in 2006 as a research assistant and worked my way up through the research stream within the Public Policy Division to my final role of Senior Research Associate. I was a lead researcher and served as Project Manager for my projects beginning in 2009 until I left the Board.

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- 2006-2007 Research Assistant, Innovation Policy.
- 2007-2008 Research Associate Level I, Innovation Policy.
- 2008-2014 Research Associate Level II, Energy, Environment and Transportation Policy & Innovation Policy.
- 2014-2015 Senior Research Associate, Innovation Policy.

PROJECT MANAGEMENT

- Exceptional project management skills learnt on the job and polished through study and practice.
- Developed winning proposals, including a Social and Economic Impact Assessment for ORION (<http://www.orion.on.ca>).
- Responsible for the implementation of project plans, managing stakeholder relationships, working collaboratively with and leading the project team.
- Developed and maintained project budgets, ensuring a margin of 40% revenue. Projects include multi-year major research (Carbon Disclosure Project 2008, 2009 and 2010 project manager).
- Developed and maintained budget for the Council for Innovation and Commercialization (CIC) – an Executive Network. As the Network Manager for the CIC I am responsible for meeting planning, including financials, membership development and retention. These meetings are consistently rated above Conference Board standards at 4.8 out of 5 in terms of customer satisfaction.
- Maintained careful records of client meetings and input details into the CBoC's CRM system. This database was an essential tool for managing future leads and potential clients.
- Contributed to the internal review of essential KM practices for CBoC.

RELATIONSHIP BUILDING, CONSULTATION AND STRATEGIC COMMUNICATIONS

- Through my work leading projects, conducting personal interviews, and liaising with clients and stakeholders, I have become adept at building relationships and providing professional consultation to a diverse group of individuals.
- As the lead researcher for the Council for Innovation and Commercialization I was responsible for producing detailed meeting briefings, writing relevant blog posts and maintaining the relationship with our Council members year-round.
- Experienced speaker, delivering presentations to conferences (ARMA, Business Innovation Summit), network meetings, and through webinars. My presentation was identified as 'Most Enjoyed Session' by network members.
- Persuasive writer, published many briefings, reports (both private and public), and blog posts for the Innovation Policy Group. Public published reports available [here](http://www.conferenceboard.ca/e-library/byauthorid.aspx?author=543). (<http://www.conferenceboard.ca/e-library/byauthorid.aspx?author=543>)
- Contributing author representing the Conference Board of Canada through social media, a collection of LinkedIn groups and @Innovation_CBoC Twitter feed.

TEAM LEADERSHIP AND BUILDING

- Work effectively with diverse groups. I have experience leading groups comprised of both senior and junior staff as well as partners outside the organization.
- Coach and mentoring junior staff to improve their skills and performance.

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RESEARCH AND ANALYSIS PLANNING AND EXPERTISE

- Working collaboratively, developed a strategy to grow our impact and reach by conducting focused and topical research that connects with our stakeholders and the public. As such, our group hit well above our weight with revenues equal to teams twice our size.
- Survey Design: built numerous web-based surveys on both CheckBox and Survey Monkey tools
- Interview Design: design and conducted a significant number of interviews with experts.
- Statistical Analysis: especially skilled at interpreting complex data and making it accessible.
- Qualitative Research: assessing qualitative research inputs including direct stakeholder input and relevant literature to pull out key insights.

2004-2006 ADMINISTRATIVE ASSISTANT POSITIONS

Spherion Workforce Architects, Ottawa.

- Worked various office assistant / administrative temporary jobs with companies such as Siemens, and Farrow Architects.
- Implemented a system for financial records. Assisted with internal audit preparations.

2002-2003 ENGLISH LANGUAGE TEACHER

ESS Language Institute, South Korea.

- Responsible for the planning, development and delivery of English lessons for children, teens and adults.
- Developed skills of persuasive presentation, engaging students who lacked motivation through carefully tailored materials and activities.

PROFESSIONAL TRAINING

- PMP Exam Prep Course, 2016, Can-Consult Services
- Building Leadership Essentials, 2015, The Niagara Institute
- Speaking as a Leader, 2014, The Niagara Institute
- Earned TESL and TEFL certificates to teach English as a Second Language.
- Certificate in Project Management, 2008, George Washington University

COMMUNITY INVOLVEMENT

2017 – ongoing *PLANNING COMMITTEE MEMBER, NIAGARA LEADERSHIP SUMMIT FOR WOMEN (YWCA)*

Niagara Leadership Summit for Women is a one-day event for women and our allies to meet and share discussion on women in leadership. This is the Summit's fourth year, and our theme for 2017 is "Breaking Barriers," with a focus on how to overcome the obstacles that so often prevent women from realizing their full potential to lead and succeed.

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- 2015- 2016 *DIRECTOR, BOARD OF DIRECTORS, NIAGARA WORKFORCE PLANNING BOARD (NWPB)*
The mission of the NWPB is “to lead in the creation of innovative labour market solutions by bringing people together.”
- 2006-2010 *DIRECTOR, BOARD OF DIRECTORS, SIDNEY TOWERS CO-OP*
Sidney Towers Co-Op is a Housing Co-Operative in Ottawa, I sat on the Board of Directors 4 of the 5 years I lived there. I also managed the facilities of one of the two multi unit buildings.
- 2008-2010 *ANIMAL FOSTER PARENT, OTTAWA HUMANE SOCIETY*
Volunteer Animal Foster Parent for Cats and Kittens recuperating and readying for adoption.
- 2007-2009 *VOLUNTEER READER, OTTAWA READS*
Reading with young children in the school setting. Sharing a love of literacy with JK through Grade 3 students one on one.