



SHANE SZARAPKA

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Professional Summary

Operations-focused business analyst with proven experience in workflow analysis, process improvement, and data-driven decision support. Combines technical proficiency in Power BI, Power Query, and Power Automate with strong stakeholder collaboration skills to identify inefficiencies, implement process improvements, and develop KPIs that enhance organizational performance.

EXPERIENCE:

Sales & Business Analyst

Active Releaf Wellness Inc. | Vancouver, BC | 2021–2023

Drove data-informed commercial strategy for BC-based hemp wellness manufacturer with national retail distribution across 50+ wholesale accounts.

Client Analytics & Performance Management:

- Developed and tracked KPIs across 50+ accounts, analyzing performance trends and delivering summary reports that supported data-driven decision-making and 28% YoY revenue growth.
- Performed quality audits on product master data across 30+ SKUs, ensuring data accuracy and alignment between forecasting and operational planning systems.

Data Management & Process Optimization:

- **Integrated multi-system data flows** from POS, e-commerce, and inventory platforms creating unified reporting infrastructure
- **Mapped workflows across POS, e-commerce, and inventory systems** to identify inefficiencies; designed unified reporting infrastructure that improved data visibility for stakeholders

Business Impact:

- Identified underperforming accounts representing \$85K in revenue opportunity and created data-driven recovery plans resulting in 42% sales improvement over two quarters

Technical Skills: Advanced Excel, Dashboard Design, Data Visualization, Sales Analytics, Cross-functional Project Management

Certifications

- Microsoft Certified: Azure Fundamentals
- Microsoft Certified: Azure AI Fundamentals

Core Skills

- Requirements Gathering & Process Mapping
- Data Analysis & Reporting
- Workflow & Process Improvement
- Project Coordination (Agile & Waterfall)
- API Integrations & Automation (Power Automate, PowerApps)
- Stakeholder Communication & Collaboration
- Dashboard Creation & KPI Tracking
- Cloud Platforms (Microsoft Azure)

Independent Airbnb Portfolio | Vancouver & Burnaby, BC | 2016–2019

Managed 7-property short-term rental portfolio, optimizing pricing strategy, operations, and guest experience to maximize occupancy and revenue performance.

Revenue Optimization & Market Analysis:

- Analyzed booking trends and competitor pricing using market research tools and Airbnb data exports to implement dynamic pricing strategy that increased average nightly revenue by 22% YoY

Operations & Performance Management:

- Tracked KPIs and implemented feedback-driven operational improvements

Guest Experience & Retention:

- **Implemented feedback-driven property improvements.**

Technical Skills: Revenue Management, Data Analysis, Market Research, Operations Management, Customer Relationship Management



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References:

Allan McLean (Ceo/Owner Active ReLeaf): 604 771 0943

Jeremy Levy (Ceo/Owner Versatility Contracting) 778 879 4743

Clayton Janick (Character Reference) : 604 351 7685

Shaun Bromley Project Director Anthem properties group: 778 228 4689

Project Manager

Versatility Contracting | Vancouver, Surrey & Burnaby, BC | 2013–2017

Managed multi-site high-rise maintenance operations including exterior washing, window replacement, and façade repairs, coordinating across building managers, contractors, and regulatory stakeholders.

Project Management & Coordination:

- Managed 5 concurrent high-rise maintenance projects across Metro Vancouver, coordinating crew schedules, equipment logistics, and safety compliance with building managers and city inspectors
- Scoped project requirements and delivered solutions for commercial high-rise clients, collaborating with property executives, contractors, and municipal inspectors to ensure regulatory compliance and on-time delivery

Process Optimization & Stakeholder Communication:

- Consolidated site logs, contractor reports, and safety inspection data into centralized client-accessible database, eliminating fragmented email communication
- Analyzed approval workflows and implemented process improvements that reduced scope change turnaround from days to hours; documented revised standard operating procedures for stakeholder
- **Technical Skills:** Multi-Site Project Coordination, Stakeholder Management, Process Improvement, Safety Compliance, Database Management