

Kate Rollheiser

Junior Consultant

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Kate's strengths are deeply rooted in service excellence; she is, by all sense of the term a "people person". Kate believes that open dialogue and transparency are drivers in fostering excellent client relationships. Kate has a curious mind and is always questioning the why's and how's while prioritizing listening to her client's needs. She is an astute problem solver, that is adaptable and highly organized. Leading with emotional intelligence, Kate's core goal is to make everyone she works with feel heard and supported. Kate's primary skills and abilities can be summarized as:

PROJECT MANAGEMENT

Kate has a demonstrated proficiency in managing a variety of small to medium size projects throughout her career. Creating a tailored method to managing projects, Kate ensures an open dialogue approach, so any surprises are well managed and prioritized. Kate recognizes that project success is built on a clear vision, flexibility, communication, collaboration, and an unwavering focus on user needs.

STAKEHOLDER ENGAGEMENT

Kate has extensive experience building successful relationships with teammates, partners, and stakeholders in both the public and private sector. Using strong communication skills, and a natural ability to connect with others, Kate delivers successful communication plans and strategies to foster trusted, lasting relationships.

BUSINESS WRITING AND COMMUNICATIONS

Kate's experience in business communications includes writing minister speaking notes, briefing notes, correspondence, business continuity assessments, and program training manuals. She specializes in arranging diverse information in a way that makes sense and is easily accessible to its readers.

BUSINESS ACUMEN

With common sense, diverse experience and sound analysis skills, Kate is proficient in delivering results within dynamic environments. She is adept at helping clients generate risk-aware solutions to a wide variety of challenges, never losing sight of purpose and outcomes

EMPLOYMENT HISTORY

- Junior Consultant, Elevate Consulting 2022 – Present
- Executive Administrative Assistant, Ministry of Citizens' Services 2021-2022
- Project Administrator, Ministry of Citizens' Services 2019-2021
- Administrative Coordinator, Ministry of Social Development and Poverty Reduction 2018-2019
- Administrative Assistant, to the Minister of Mental Health and Addictions 2017-2018
- Administrative Assistant to the Minister of Environment 2014-2017