

ROZALYN SIBBALD

STRATEGIC PROJECTS | STAKEHOLDER ENGAGEMENT | CLIENT RELATIONS

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PROFILE

PMP certified project professional with experience leading cross-functional initiatives, executive programs, events, process improvements, and client-facing projects from planning through delivery. Known for being organized, approachable, steady under pressure, and thoughtful in working with senior leaders, partners, and distributed teams across Canada, the U.S., Europe, and the Middle East.

CORE STRENGTHS

Project planning & delivery • Stakeholder and partner management • Cross-functional collaboration • Schedules and milestones • Budget tracking • Risks and issues • Vendor coordination • Process improvement • Reporting and documentation • Events and programs • Research and analysis • Microsoft 365

PROFESSIONAL EXPERIENCE

Project Manager | Independent Contractor, Toronto, ON Jun 2024–Jun 2025; Aug 2026–Present

- Led a certification initiative from requirements review through implementation, coordinating updates to contracts, processes, and supporting documentation.
- Managed stakeholders, milestones, quality reviews, risks, and transition planning; deliverables were reviewed and accepted by the certification body.
- Designed a business-development database by researching, organizing, and documenting information to support strategic decision-making.

Senior Executive Assistant to the CTO | George Weston Limited, Toronto, ON Jun 2025–May 2026

- Supported executive hiring projects across Canada, the U.S., and Europe, coordinating logistics, stakeholders, schedules, and changing timelines.
- Built Excel trackers and executive reports that improved visibility into project status, priorities, and next steps for senior leadership.
- Coordinated internal teams and external partners through shifting priorities, resolving issues and adapting plans to maintain momentum.

Executive Assistant to the President and Partners | Govan Brown & Associates Ltd., Toronto, ON Feb 2019–May 2024

- Led cross-functional initiatives spanning executive programs, corporate events, employee engagement, and data management from planning through close.
- Delivered five multi-day Emerging Leaders Conferences in Toronto, Philadelphia, Austin, Nashville, and virtually, serving 80–100 participants per event and managing schedules, budgets, risks, vendors, communications, and stakeholder engagement.
- Led executive offsites and a 30th-anniversary event for 800+ guests, overseeing procurement, logistics, budgets, communications, onsite delivery, and lessons learned.
- Maintained Salesforce data, supported CoStar market research, and managed expense reconciliation and internal invoicing through Concur.
- Coordinated with internal and external stakeholders, service providers, business partners, and the New York head office to maintain alignment on priorities.

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Project Manager | Cargo Cabbie, Toronto, ON

Jan 2018–Dec 2018

- Led initiatives across operations, customer service, and vendor relationships to improve service delivery and collaboration.
- Introduced standardized contracts and documentation procedures, strengthening communication, issue resolution, and team handoffs.

Freelance Project Manager | Informa Exhibitions, Toronto, ON

Sep 2015–Nov 2017

- Built event partnerships and attendance through targeted outreach and relationship management.
- Coordinated speakers, timelines, logistics, and onsite requirements to support seamless event delivery.

Associate Producer / Production Coordinator | Eggplant Productions, Toronto, ON

May 2016–Sep 2017

- Managed audio-production projects from briefing through final delivery, coordinating creative requirements, budgets, schedules, clients, and internal teams.

Executive Assistant to Senior Talent Agents | Edna Talent Management, Toronto, ON

Apr 2008–May 2013; 2015

- Coordinated schedules, auditions, contracts, client communications, and ACTRA-compliant payment reviews for film, television, and theatre talent.

Executive Assistant, Marketing & Sponsorship | Dubai International Film Festival, Dubai, UAE

Aug 2007–Apr 2008

- Supported international marketing and sponsorship initiatives, VIP gift lounge, partner deliverables, and cross-cultural stakeholder coordination.

Account Manager | Creative Management, Dubai, UAE

Jan 2006–May 2007

- Managed client and agency relationships and coordinated creative production projects, including locations, permits, talent, vendors, budgets, timelines, and delivery.

EDUCATION & TOOLS

- Project Management Professional (PMP), Project Management Institute (PMI), 2026 • Canadian International Council (CIC) Member, 2026 • Diploma, Fashion Merchandising, Fanshawe College
- Microsoft 365: Excel, PowerPoint, Outlook, Teams • Salesforce • Concur • CoStar