



Oscar Forde

Change Analyst

Change analyst with 2 years of experience facilitating readiness workshops, conducting impact assessments, and compiling stakeholder feedback using Power BI and Miro. Raised stakeholder engagement from 44.1% to 77.4% by scheduling structured feedback sessions with department leads and summarizing concerns in weekly impact reports. Delivered 35 workshops across two organizations covering onboarding, process updates, and new workflows.

CONTACT INFORMATION

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 Rexburg, ID

KEY SKILLS

- ADKAR Model
- Stakeholder Analysis
- Impact Assessment
- SharePoint
- Power BI
- Miro
- Change Communication Planning
- Survey Design and Analysis
- Workshop Facilitation
- ACMP Standard for Change Management

PROFESSIONAL EXPERIENCE

2025 - Present

Change Analyst | Teton Creek Advisory Partners, Rexburg, ID

- Delivered 27 change-readiness workshops for 274 employees during an IT platform migration, covering process updates and new workflows over a 4-month period.
- Raised stakeholder engagement from 44.1% to 77.4% by scheduling structured feedback sessions with 6 department leads and summarizing concerns in weekly impact reports.
- Identified duplicate sourcing channels across 3 hiring campaigns using Power BI, contributing to \$17,240 in annual recruitment cost savings.
- Prepared 14 change-impact assessments using Miro boards to map dependencies, giving the senior change manager clear visuals for executive briefings.

2024 - 2025

Change Support Coordinator | Silver Creek Workforce Solutions, Idaho Falls, ID

- Delivered 8 onboarding workshops for 136 new hires, standardizing orientation content and cutting average ramp-up time from 14 days to 9 days.
- Compiled hiring data in Power BI that identified redundant job-board postings, contributing to \$23,610 in annual recruitment cost savings.
- Collected stakeholder feedback through 22 one-on-one interviews and distilled findings into a summary deck reviewed by 3 senior leaders within 48 hours of each round.

EDUCATION

BS, Business Management

Brigham Young University-Idaho, Rexburg, ID | 2020 - 2024