Amina Patel

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SUMMARY

Detail-oriented Business Analyst with over 5 years of experience in data analysis and project management. Proven track record of leveraging data-driven insights to enhance business processes and improve operational efficiency.

EXPERIENCE

Senior Business Analyst   Jan 2022 - Present

Tech Innovations Inc., San Francisco, CA

- Led a cross-functional team to implement a new CRM system, resulting in a 25% increase in customer retention rates.
- Analyzed market trends and customer feedback to identify opportunities, increasing annual revenue by $500,000.
- Utilized SQL and Tableau to develop data dashboards that reduced reporting time by 40%.

Business Analyst   Jun 2018 - Dec 2021

Consulting Solutions LLC, Los Angeles, CA

- Conducted process mapping and gap analysis, achieving a 30% reduction in operational inefficiencies.
- Collaborated with stakeholders to define project scopes and requirements, leading to successful delivery of 10+ projects on time and within budget.
- Developed and maintained project documentation and reports, enhancing communication among team members.

Junior Business Analyst   Aug 2016 - May 2018

Data Insights Group, San Diego, CA

- Supported senior analysts in data collection and interpretation, contributing to actionable insights for client projects.
- Improved data accuracy by 15% through thorough data validation techniques.
- Assisted in the transition to Agile methodology, facilitating smoother project executions.

EDUCATION

Bachelor of Science in Business Administration   May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: SQL, Tableau, Excel, Data Analysis

Tools & Frameworks: JIRA, Confluence, Agile Methodology