

Amina Patel

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SUMMARY

Dynamic and results-driven Director with over 10 years of experience in strategic leadership and project management. Proven track record of driving growth and enhancing operational efficiency in tech-driven environments.

EXPERIENCE

Director of Operations

Jan 2022 - Present

Tech Innovations Inc., San Francisco, CA

- Led a team of 30 professionals to streamline operations, resulting in a 25% reduction in costs and a 40% increase in project delivery speed.
- Implemented a new project management system that improved resource allocation efficiency by 30%.
- Drove a cross-departmental initiative that increased overall customer satisfaction scores by 15% within the first quarter.

Senior Project Manager

May 2018 - Dec 2021

Global Tech Solutions, Los Angeles, CA

- Successfully managed projects with budgets exceeding \$2 million, ensuring on-time delivery and adherence to quality standards.
- Utilized Agile methodologies to enhance team productivity by 35%, reducing project timelines significantly.
- Negotiated contracts with vendors, resulting in a 20% savings on procurement costs.

Project Manager

Jun 2015 - Apr 2018

Innovative Systems Ltd., Los Angeles, CA

- Coordinated project activities across multiple teams, leading to a 50% improvement in inter-departmental communication.
- Managed a portfolio of projects that delivered a combined revenue increase of \$1.5 million annually.
- Developed and executed project plans that consistently met stakeholder expectations.

EDUCATION

Bachelor of Science in Business Administration

May 2012

University of California, Berkeley, Berkeley, CA • GPA: 3.8

SKILLS

Technical Skills: Agile Methodology, Project Management, Data Analysis, Strategic Planning

Tools & Frameworks: JIRA, Trello, Microsoft Project