

Amina Patel

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SUMMARY

Results-driven professional with a strong foundation in strategic planning and operational management. Skilled in leading cross-functional teams and implementing innovative solutions to drive business growth and efficiency. Seeking to leverage my skills in an Entry Level Chief Executive Officer role to create impactful organizational change.

EXPERIENCE

Operations Manager

Jan 2022 - Present

Tech Innovations Inc., Austin, TX

- Increased operational efficiency by 25% through the implementation of a new project management system.
- Led a team of 10 in developing a product that generated \$1M in revenue within the first year.
- Introduced data analytics tools that reduced decision-making time by 30%.

Business Analyst Intern

Jun 2020 - Dec 2021

Global Solutions Corp., Austin, TX

- Conducted market research that identified new opportunities, contributing to a 15% increase in customer acquisition.
- Collaborated with the finance team to streamline budgeting processes, saving \$50K annually.
- Developed presentations for senior management that improved strategic planning discussions.

Project Coordinator

Jan 2019 - May 2020

Creative Marketing Agency, Austin, TX

- Managed multiple client projects simultaneously, ensuring on-time delivery with a 98% satisfaction rate.
- Facilitated workshops that increased team collaboration and reduced project timelines by 20%.
- Utilized Agile methodologies to enhance project workflows and optimize resource allocation.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Strategic Planning, Data Analytics, Financial Modeling, Project Management

Tools & Frameworks: Microsoft Excel, Tableau, JIRA, Asana