

Jamal Patel

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SUMMARY

Detail-oriented and analytical recent graduate with a Bachelor's in Business Administration, seeking to leverage data analysis and process improvement skills as an Entry Level Operations Analyst. Proficient in utilizing data-driven decision-making to enhance operational efficiencies.

EXPERIENCE

Operations Intern

Jun 2022 - Aug 2022

XYZ Corporation, San Francisco, CA

- Improved inventory management processes, reducing overstock by 15%, resulting in \$10,000 annual savings.
- Assisted in the implementation of a new data reporting tool, increasing report generation efficiency by 30%.
- Analyzed operational data to identify trends, leading to a 20% increase in process efficiency.

Data Analyst Intern

Jan 2022 - May 2022

ABC Solutions, San Francisco, CA

- Developed and maintained dashboards using Tableau, enhancing visibility into key performance metrics.
- Conducted data quality assessments that improved data accuracy by 25%.
- Collaborated with cross-functional teams to streamline reporting processes, reducing delivery time by 40%.

EDUCATION

Bachelor of Science in Business Administration

May 2021

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

SKILLS

Technical Skills: Data Analysis, Process Improvement, Statistical Analysis, Operational Research

Tools & Frameworks: Excel, Tableau, SQL, Python