

Aisha Johnson

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SUMMARY

Motivated and results-driven operations professional with a strong foundation in process optimization and team leadership. Proven ability to enhance operational efficiency and drive strategic initiatives in fast-paced environments.

EXPERIENCE

Operations Coordinator

Jan 2022 - Present

Tech Solutions Inc., Atlanta, GA

- Implemented a new inventory management system that reduced stock discrepancies by 30%, saving the company \$50,000 annually.
- Coordinated cross-departmental initiatives that improved project delivery timelines by 20%, enhancing customer satisfaction.
- Utilized data analytics tools to track operational KPIs, leading to actionable insights and a 15% increase in team productivity.

Project Assistant

Jun 2020 - Dec 2021

Global Services LLC, Atlanta, GA

- Supported project management efforts that contributed to a 10% reduction in project costs through efficient resource allocation.
- Assisted in the development of process documentation that streamlined onboarding procedures, reducing training time by 25%.
- Facilitated communication between teams using collaboration tools, enhancing workflow efficiency across departments.

Administrative Intern

May 2019 - Aug 2019

Creative Solutions Group, Atlanta, GA

- Conducted market research that informed strategic decisions, leading to a 5% increase in client acquisition.
- Created and maintained reports on operational metrics, contributing to a data-driven decision-making culture.
- Assisted in scheduling and logistics for company events, enhancing team engagement and productivity.

EDUCATION

Bachelor of Science in Business Administration

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Process Optimization, Data Analytics, Project Management, Inventory Management

Tools & Frameworks: Microsoft Excel, Trello, Tableau, Slack