

Amira Patel

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SUMMARY

Detail-oriented and results-driven recent graduate with a Bachelor's in Business Administration. Proven ability to optimize processes and enhance operational efficiency through effective project management and data analysis. Eager to leverage analytical and leadership skills in an entry-level operations manager role.

EXPERIENCE

Operations Intern

Jan 2022 - Present

ABC Logistics, Atlanta, GA

- Streamlined inventory management processes, reducing excess stock by 15%, resulting in \$50,000 in cost savings.
- Collaborated with cross-functional teams to implement a new scheduling software that improved delivery time by 20%.
- Conducted data analysis to identify operational bottlenecks, leading to a 10% increase in overall efficiency.

Project Coordinator

Jun 2019 - Dec 2021

XYZ Corporation, Atlanta, GA

- Managed project timelines and budgets for operational initiatives, achieving a 95% on-time delivery rate.
- Developed and maintained comprehensive project documentation, improving team communication and accountability.
- Implemented process improvements that led to a 30% reduction in project turnaround time.

Customer Service Associate

May 2018 - May 2019

Retail Solutions Inc., Atlanta, GA

- Resolved customer queries efficiently, maintaining a customer satisfaction rating of 98%.
- Assisted in the training of new team members, enhancing team productivity by 25%.
- Utilized CRM systems to enhance customer relationship management.

EDUCATION

Bachelor of Science in Business Administration

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Data Analysis, Process Improvement, Project Management, Inventory Management

Tools & Frameworks: Microsoft Excel, Trello, Tableau