

Amina Patel

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SUMMARY

Detail-oriented and proactive Entry Level Organizational Development Specialist with a background in human resources and employee engagement. Proven ability to implement effective training programs and improve organizational processes, contributing to enhanced team performance.

EXPERIENCE

HR Intern

Jan 2022 - Present

Tech Innovations Inc., Seattle, WA

- Assisted in developing a training program that improved employee performance ratings by 20% over six months.
- Conducted employee surveys which resulted in a 15% increase in overall job satisfaction by implementing suggested changes.
- Managed scheduling and logistics for weekly team-building exercises, reducing coordination time by 30%.

Volunteer Coordinator

Jun 2020 - Dec 2021

Community Outreach Program, Seattle, WA

- Facilitated workshops for over 100 volunteers, increasing engagement and retention by 25% within one year.
- Developed a feedback system that improved volunteer satisfaction scores by 30% through real-time adjustments.
- Created an onboarding manual that reduced new volunteer training time by 40%.

Student Assistant

Sep 2018 - May 2020

University Career Services, Seattle, WA

- Supported career development workshops that enhanced student employability, reflected in a 15% increase in internship placements.
- Assisted in the creation of a digital resource library, increasing student access to essential career tools by 50%.

EDUCATION

Bachelor of Science in Organizational Psychology

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Data Analysis, Employee Engagement Metrics, Training Program Development, Performance Improvement Strategies

Tools & Frameworks: Microsoft Excel, SurveyMonkey, Trello