

Aisha Patel

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SUMMARY

Detail-oriented operations professional with a strong background in process optimization and project management. Proven ability to enhance efficiency and drive organizational growth through strategic planning and data analysis.

EXPERIENCE

Operations Analyst

Jan 2022 - Present

Innovative Solutions Inc., San Francisco, CA

- Implemented a new inventory management system that reduced excess inventory by 30%, saving the company \$250,000 annually.
- Led cross-departmental teams to streamline operational processes, achieving a 20% increase in overall efficiency.
- Utilized data analytics tools to monitor KPIs, providing actionable insights that improved workflow and reduced project lead times by 15%.

Project Coordinator

Jun 2020 - Dec 2021

Tech Innovations LLC, San Francisco, CA

- Assisted in the management of 5+ large-scale projects, ensuring timely delivery within budget constraints.
- Developed and maintained project documentation, improving team communication and reducing miscommunication incidents by 25%.
- Coordinated with stakeholders to refine project scopes, resulting in a 10% increase in client satisfaction ratings.

Intern, Operations Management

May 2019 - Aug 2019

Global Enterprises, San Francisco, CA

- Conducted data analysis to identify bottlenecks in operational workflows, leading to a 15% reduction in processing times.
- Participated in weekly strategy meetings, contributing ideas that enhanced team productivity by 10%.
- Assisted in the development of training materials for new hires, improving onboarding efficiency.

EDUCATION

Bachelor of Science in Business Administration

May 2018

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

SKILLS

Technical Skills: Data Analysis, Process Optimization, Project Management, Strategic Planning

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