

Aisha Patel

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SUMMARY

Dynamic and results-driven Mid Level Director with over 7 years of experience in operational leadership and strategic planning. Proven track record of driving efficiency, enhancing productivity, and leading high-performing teams to exceed organizational goals.

EXPERIENCE

Director of Operations

Jan 2022 - Present

Innovative Solutions Inc., Austin, TX

- Implemented a new project management system that increased project delivery speed by 25%.
- Led a cross-functional team to streamline operations, resulting in a cost savings of \$300,000 annually.
- Developed a comprehensive training program that improved employee retention rates by 15%.

Operations Manager

Mar 2018 - Dec 2021

Tech Innovations Corp., San Francisco, CA

- Oversaw daily operations for a team of 50+, achieving an on-time delivery rate of 95%.
- Reduced operational costs by 20% through process optimization and vendor renegotiations.
- Introduced data analytics tools, improving decision-making speed by 30%.

Project Coordinator

Jan 2016 - Feb 2018

Future Tech Solutions, New York, NY

- Coordinated project timelines and deliverables, ensuring 100% of projects were completed on budget.
- Facilitated communication between stakeholders, leading to a 40% decrease in project-related misunderstandings.
- Utilized Agile methodologies to enhance team collaboration and project success rates.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Project Management, Data Analysis, Process Optimization, Agile Methodologies

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