

Amina Patel

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SUMMARY

Detail-oriented Operations Analyst with over 5 years of experience in optimizing processes and enhancing operational efficiency. Proven track record of reducing costs and improving productivity through data-driven decision-making and analytical skills.

EXPERIENCE

Operations Analyst

Jan 2022 - Present

Tech Solutions Inc., Seattle, WA

- Reduced operational costs by 15% through process optimization initiatives.
- Implemented data analysis strategies that improved project delivery times by 20%.
- Managed cross-functional teams to enhance workflow efficiency using Agile methodologies.

Junior Operations Analyst

Jun 2018 - Dec 2021

Innovate Corp., Seattle, WA

- Analyzed and streamlined reporting processes, decreasing report generation time by 30%.
- Supported data-driven decision-making for a \$2M budget through effective forecasting models.
- Trained team members on new data visualization tools, increasing data accessibility.

Operations Coordinator

May 2016 - May 2018

Global Enterprises, Portland, OR

- Coordinated logistics and operations for projects valued at over \$1M, ensuring on-time delivery.
- Developed a new inventory tracking system that reduced discrepancies by 40%.
- Collaborated with IT to enhance software tools, resulting in a 25% increase in productivity.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Data Analysis, Process Optimization, Forecasting Models, Agile Methodologies

Tools & Frameworks: Tableau, Excel, SQL, Power BI