

Amina Patel

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SUMMARY

Detail-oriented Operations Director with over 7 years of experience in driving operational excellence and implementing strategic initiatives. Proven track record in optimizing processes, improving efficiency, and delivering measurable results in fast-paced environments.

EXPERIENCE

Operations Manager

Jan 2022 - Present

Tech Innovations Inc., Austin, TX

- Led a cross-functional team to streamline operations, resulting in a 20% reduction in operational costs, saving \$250,000 annually.
- Implemented a new inventory management system that improved stock accuracy by 30% and reduced excess inventory by 15%.
- Trained and mentored staff on Lean Six Sigma methodologies, enhancing team productivity by 25%.

Assistant Operations Director

Jun 2018 - Dec 2021

Global Solutions Corp., Houston, TX

- Spearheaded a project that automated reporting processes, decreasing report generation time by 40% and increasing data accuracy.
- Collaborated with IT to implement ERP solutions that enhanced workflow efficiency, contributing to a 15% increase in overall productivity.
- Developed KPIs to monitor performance, leading to a 10% improvement in service delivery timelines.

Operations Analyst

Jul 2016 - May 2018

Dynamic Enterprises, Dallas, TX

- Analyzed operational metrics to identify areas for improvement, resulting in a 12% increase in process efficiency.
- Assisted in the transition to a cloud-based project management tool, improving team collaboration and project tracking.
- Conducted training sessions on best practices, which led to a 20% reduction in user errors in operational tasks.

EDUCATION

Bachelor of Science in Business Administration

May 2018

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

SKILLS

Technical Skills: Lean Six Sigma, Project Management, Data Analysis, Process Optimization

Tools & Frameworks: Microsoft Excel, SAP ERP, Asana, Tableau