

Amina Patel

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SUMMARY

Results-driven operations leader with over 7 years of experience in optimizing processes and driving operational excellence. Proven track record in enhancing productivity and reducing costs through innovative strategies and effective team leadership.

EXPERIENCE

Director of Operations

Jan 2022 - Present

Tech Innovations Inc., Los Angeles, CA

- Led a cross-functional team to implement a new supply chain management system, reducing operational costs by 20% within the first year.
- Developed and executed a process improvement strategy that increased productivity by 15% and reduced time-to-market for new products.
- Oversaw the integration of AI-driven analytics tools to enhance decision-making processes, resulting in a 30% increase in forecasting accuracy.

Operations Manager

Mar 2019 - Dec 2021

Global Enterprises, San Diego, CA

- Managed a team of 25, driving process standardization that improved operational efficiency by 25%.
- Implemented Lean Six Sigma methodologies leading to a cost savings of \$500K annually.
- Coordinated the launch of a new product line, achieving a 40% market penetration within the first year.

Operations Analyst

Jun 2017 - Feb 2019

Retail Solutions Group, San Francisco, CA

- Analyzed operational data to identify bottlenecks, resulting in a 20% reduction in processing time for customer orders.
- Collaborated with IT to develop an automated reporting system, saving 10 hours per week in manual reporting tasks.
- Supported the development of training programs that improved employee performance metrics by 15%.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of California, Los Angeles, Los Angeles, CA • GPA: 3.7

SKILLS

Technical Skills: Process Improvement, Supply Chain Management, Data Analysis, Lean Six Sigma

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