

Amina Patel

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SUMMARY

Dynamic and results-oriented Operations Director with over 10 years of experience in optimizing processes and driving operational excellence. Proven track record in managing diverse teams, improving efficiency, and delivering significant cost savings.

EXPERIENCE

Operations Director

Jan 2022 - Present

Tech Innovations Inc., San Francisco, CA

- Led a team of 50+ staff, increasing operational efficiency by 30% through implementation of lean management techniques.
- Reduced operational costs by \$1.2 million annually by renegotiating supplier contracts and enhancing inventory management systems.
- Implemented a new project management software, which improved project delivery timelines by 25%.

Senior Operations Manager

Mar 2018 - Dec 2021

Global Solutions Corp., Los Angeles, CA

- Streamlined logistics processes, resulting in a 20% reduction in delivery times and a 15% increase in customer satisfaction ratings.
- Oversaw a \$5 million budget, ensuring accurate financial reporting and adherence to operational standards.
- Developed and executed training programs that improved team productivity by 40%.

Operations Analyst

Jan 2015 - Feb 2018

Innovative Enterprises, New York, NY

- Conducted data analysis that identified process inefficiencies, leading to initiatives that saved the company \$500,000 annually.
- Collaborated with cross-functional teams to integrate ERP systems, reducing processing time by 35%.
- Designed and implemented performance metrics that enhanced operational visibility and accountability.

EDUCATION

Bachelor of Science in Business Administration

May 2014

University of California, Berkeley, Berkeley, CA • GPA: 3.8

SKILLS

Technical Skills: Lean Six Sigma, Data Analysis, Supply Chain Management, Budgeting & Forecasting

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