

Amina Patel

amina.patel@example.com • (555) 123-4567 • San Francisco, CA • linkedin.com/in/aminapatel

SUMMARY

Dynamic Operations Manager with over 7 years of experience in optimizing processes and enhancing operational efficiency. Proven track record in leading teams to achieve significant cost reductions and improve service delivery through strategic planning and implementation.

EXPERIENCE

Operations Manager

Jan 2022 - Present

Tech Solutions Inc., San Francisco, CA

- Reduced operational costs by 20% through process optimization and vendor renegotiation.
- Implemented a new inventory management system that decreased stock discrepancies by 35%.
- Led a cross-functional team of 15, achieving a 25% increase in project delivery speed.

Operations Supervisor

Jun 2018 - Dec 2021

Global Logistics Ltd., Los Angeles, CA

- Improved delivery time by 30% by reengineering logistics workflows.
- Increased customer satisfaction scores from 80% to 95% through enhanced service protocols.
- Trained and developed a team of 10, reducing staff turnover by 15%.

Operations Analyst

Jan 2015 - May 2018

Retail Ventures Corp., San Jose, CA

- Conducted data analysis that led to a 10% reduction in waste across supply chain processes.
- Developed and implemented KPIs that tracked operational efficiency, resulting in a 20% improvement in key metrics.
- Collaborated with IT to integrate ERP systems, reducing order processing time by 40%.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Process Improvement, Data Analysis, Project Management, Supply Chain Management

Tools & Frameworks: SAP, Microsoft Excel, Tableau, Lean Six Sigma