

KEVIN PATEL

 Atlanta, GA 30316  770-990-2717  kpatel1209@gmail.com  LinkedIn: Kevin Patel

Pursuing a full-time position within an organization where my 5+ years of experience, knowledge, and skills will be utilized to improve the organization's productivity and profitability.

PROFESSIONAL EXPERIENCE

Project Analyst

RouteMatch Software

Atlanta, GA

Nov 2017 – Jan 2018

- Operated the company's Salesforce Project Pulse application and identified the sources of their project management issues.
- Assisted with the design of an updated workflow and project management application to replace the current processes and systems.
- Tracked and managed project plans, budgets, resource planning, and billing milestones to optimize resource utilization and revenue management.
- Lead daily Scrum standup meetings and formulated weekly team building activities which demonstrated leadership and managerial abilities.

Business Operations Analyst, Consulting Services

Infor (US), Inc.

Alpharetta, GA

Sep 2012 – Sep 2017

- Served as the primary contact for supporting the day-to-day operations of multiple Global Consulting Organizations.
- Prepared and analyzed weekly reports to provide key leadership and stakeholders with metrics such as project revenue, resource utilization and sales pipeline.
- Managed ad hoc reporting requests for internal and external projects.
- Became an expert user of CA Clarity PPM and was held accountable for the consistency and integrity of data entered against projects by Project Managers and Consultants.
- Assisted with onboarding of new hires and acquisitions by leading training sessions demonstrating the operations of CA Clarity PPM, Salesforce, Infor CRM, and Infor XM.

Billing Analyst, Finance

Infor (US), Inc.

Alpharetta, GA

Nov 2011 – Aug 2012

- Reviewed the financial terms of statements of work and processed them through SharePoint and Salesforce for project creation completed by the company's offshore team.
- Acted as liaison between key leadership and finance to resolve issues regarding project setup, time and expense entry, and invoicing.
- Investigated and corrected invalid transactions entered by Consultants against consulting projects.
- Prepared and distributed weekly third-party subcontractor invoice and purchase order reports to key leadership and stakeholders.

Project Manager

POHP Events

Norcross, GA

Jun 2008 – Aug 2012

- Trained and managed a team of professional audio/visual technicians in providing clients with professional-grade production equipment for their private events.
- Evaluated statements of work to implement solutions and strategies that produced thriving events under time sensitive deadlines.
- Owned the processes for budget management, resource scheduling, event preparation and design, and venue logistics.
- Held accountable for sustaining excellent condition of equipment, trucks, and other tangible assets.

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PROFESSIONAL EXPERIENCE

Lead Production & Shipping Coordinator

FedEx Office

Kennesaw, GA

Jun 2004 – Dec 2008

- Managed printing production quality and efficiency with minimal errors, which reduced the number of re-do orders and increased profit margin.
- Monitored and facilitated all production processes, including the tracking, pick-up and delivery, and quality check process.
- Coordinated all outsourced projects, including document creation orders sent offshore, to ensure timely creation and delivery to end customers.
- Assisted with training team members on up-to-date printing procedures and services.

EDUCATION

Kennesaw State University

Bachelor of Business Administration in Finance, 2010

Dean's List –2009 & 2010

Attained AACSB in Business and Accounting Accreditation

SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook, Publisher, SharePoint and Skype), MS Project and Visio.
- Expert with CA Clarity PPM, Salesforce, Salesforce Project Pulse, Infor CRM, Infor CLM, Infor XM, Polaris, Secret Server, Documentum and DocuSign software.
- Excellent analytical and problem-solving skills.
- Strong organization skills with the ability to work under pressure.
- Exceptional oral and written communication.
- Capable of collaborating with all levels of management.