

# Fatima Ansari

[www.linkedin.com/in/fatimana](https://www.linkedin.com/in/fatimana)

fatimaansari3@outlook.com • 512.618.1534 • US Citizen

## Assistant Manager

Fatima is an entry level functional consultant with a passion to solve client problems through organizational management to achieve high value results. Fatima has helped clients achieve these results through tutoring and customer service at a vet's clinic.

Office Procedures Mastery • Computer Software Proficiency • Operational Streamlining • Staff Administration • Project Management • Business Process Mapping • Procedural Gap Analysis • Change Management Training and Communication

## PROFESSIONAL EXPERIENCE

**Assistant Manager at HAPPY PETS VETS** - Houston, TX

Aug 2019 - Present

*Veterinary clinic specialized in the treatment and prevention of domestic animal illness and diseases.*

- Proactively developed efficient processes to ensure smooth office operations through training and communication across staff. Reduced errors in more than 300 pet files a month.
- Enhanced data accuracy by 50% by implementing streamlined data entry processes.
- Successfully revamped file management system with 5000+ files enhancing accessibility and reducing retrieval time.
- Improved pet care by capturing pet information and pet history through primary customer interaction.
- Managed billing processes, ensuring timely and accurate invoicing for clients.
- Assisted in the implementation of a new payroll system that resulted in 50% reduction in processing time.
- Conducted regular stock assessments and maintained inventory levels to meet customer demand

**Tutor at VARSITY TUTORS** - Online

Jan 2024 - Present

*A live learning platform that connects students and professionals with personalized instruction.*

Tailored and facilitated remote learning experiences for K -12 students through lesson plans and academic guidance.

- School tutor for up to 15 students in a virtual environment.
- Maintained a weekly consistent and reliable schedule to keep students on track.
- Customized teaching methods to cater to different learning styles such as developing student expertise in algebra.
- Improved test scores up to 20% per student, increasing confidence in academic abilities through exam preparation. Received positive feedback and testimonials from parents.
- Helped students overcome test anxiety and solve problems by breaking down tasks into steps.
- Introduced creative and interactive teaching methods, making learning enjoyable and enhancing retention of information.

## EDUCATION/CERTIFICATION

LONE STAR COLLEGE; **A.S. in Science, 2021**

UNIVERSITY OF HOUSTON; **B.S. in Psychology, Minor in Business Administration, 2023**

**Planning to pursue Master's in Business Analytics, 2024**

**MICROSOFT; Microsoft Azure Data Fundamentals DP-900, In Progress**