

# Devanshi Patel

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## PROFESSIONAL SUMMARY

Dedicated Program Coordinator with 3+ years supporting early learning, community-based, and social service initiatives across healthcare and not-for-profit sectors. Proven success in coordinating ELCC-style programs, maintaining contribution agreement compliance, preparing funding proposals, and supporting licensing requirements. Experienced in stakeholder reporting, presentation development, and data-backed strategic planning. Committed to promoting culturally informed service delivery and Indigenous programming.

## PROFESSIONAL EXPERIENCE

### Care Access Coordinator-Operations Management (Hybrid)

CBI Health

Winnipeg, MB

Nov 2023 - Present

- Coordinated over 180+ client care files monthly, ensuring documentation met regulatory and contractual standards under Manitoba healthcare protocols.
- Reduced service intake delays by 22% by optimizing appointment scheduling and compliance review procedures.
- Designed and delivered 5+ internal presentations per quarter to align cross-functional teams with updated SOPs and service objectives.
- Supported weekly tracking of departmental KPIs, contributing to a 30% increase in reporting efficiency using Excel dashboards and structured file systems.

### Financial Services Representative (Remote)

Single Point GI

Winnipeg, MB

Jul 2021 - Oct 2023

- Processed and audited 1,000+ client transactions/month, maintaining 98% data accuracy across funding application records and reporting tools.
- Prepared 12+ monthly funding proposal reports aligned with internal performance metrics and external grant requirements.
- Automated tracking templates in Excel reduced program application review time by 25%, expediting decision timelines.
- Coordinated cross-departmental reports used in quarterly strategic planning and compliance audits, improving output clarity and audit readiness.

### Procurement Specialist- (Business Analyst – Data & Cost Optimization)

Yogi Steels Ltd

Jinja, Uganda

Jun 2019 – May 2021

- Developed procurement strategy that resulted in \$150K+ in annual cost savings across 3 infrastructure programs.
- Maintained and audited vendor files and PO records for 30+ suppliers, ensuring contract compliance with internal and government standards.
- Led preparation of monthly program budgeting reports and variance analysis across capital and operational expenditures.
- Contributed to 3 multi-stakeholder infrastructure project proposals, supporting approval by presenting cost-benefit summaries to executive teams.

## EDUCATION

### University of Winnipeg

Bachelor of Business Administration

Winnipeg, MB

April 2025

Relevant Coursework: Strategic Planning, Financial Modeling, Nonprofit Administration, Data Analytics

## LEADERSHIP & VOLUNTEERING

- Youth Director**, Gujarati Cultural Society of Manitoba – Led forecasting, budgeting, and ERP testing across 6 departments, improving financial accuracy by 18% and reducing month-end variances by 30%. Applied strategic vision to enhance investment tracking and compliance readiness.
- Accessibility Director**, University of Winnipeg – Presented accessibility strategy to board members; improved service uptake by 30% through policy changes.
- VP Marketing**, BASA Inc. – Drove 25% increase in student engagement and secured 4 new sponsorships by launching a low-budget campaign using an entrepreneurial branding strategy.

## AWARDS & RECOGNITION

- Top Performer at CBI Health** – Awarded for excellence in documentation, compliance, and patient support delivery
- Immigrant Trailblazers Award 2024, Re-Defined & RBC-Honored** for service excellence and positivity community impact.

## CORE COMPETENCIES:

- Business Operations & Administration:** Strategic Planning, Licensing Support, Program File Management, Compliance Reporting, Contract Interpretation, Record Organization, Contribution Agreement Tracking, Stakeholder Documentation, Privacy & Confidentiality (FIPPA/PHIA)
- Project & Scheduling Management:** Program Coordination, Funding Proposal Preparation, Grant Application Support, Calendar & Task Tracking, Presentation Facilitation, Event & Webinar Logistics, Deadline Management, Survey Deployment
- Client Relations & Communication:** Cross-Departmental Liaison, Verbal & Written Communication, Report Drafting, Presentation Delivery, Community Engagement, Board & Committee Support, Issue Resolution, Culturally Sensitive Interaction
- Technology & Tools:** Microsoft Office Suite (Excel: PivotTables, VLOOKUP, Macros; Word, Outlook), PowerPoint, Power BI, Salesforce, QuickBooks, Zoom, SharePoint, SQL (basic), Document Management Systems, Online Presentation Platforms