

Michael Contreras

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## Objective

8 years of experience in the logistics industry, gaining valuable transferable skills in relationship building, strategic planning, and project management. Strong track record of quickly learning and adapting in new and complex situations. Eager to leverage a diverse range of talents in a new and engaging professional setting. Committed to lifelong learning and personal development.

## Skills

- |           |                     |
|-----------|---------------------|
| • SQL     | • Critical Thinking |
| • Python  | • Report Analysis   |
| • Tableau | • Data Processing   |

## Certification

- |                                     |                             |   |
|-------------------------------------|-----------------------------|---|
| • Google Data Analytics Certificate | • Excel Skills for Business | • Excel Skills for Data Analytics & Visualization |
|-------------------------------------|-----------------------------|---|

## Experience

### Accountant – Metrica Inc.

- Maintains and reconciles monthly reports, invoices, statements, and other records of financial transactions.
- Process invoices from international clients, sub-contractors, and indirect contractors.
- Examine and maintain a variety of accounting documents and verifies accuracy of computations.

### Logistics Specialist – United States Air Force

- Conducted segregation and transfer of materials to specific holding areas while operating various diesel-powered vehicles along with additional powered materials.
- Track inventory to provide records and reports for load planning coordination.
- Process inbound/outbound shipments, verify content, while utilizing yard management for storage location.

### Dock Worker – H-E-B

- Collaborated with upper management along with facility operators to create safety program to integrate facility safety improvement, partner feedback reports, and performance awards.
- Designed and implemented data visualization of safety performance within the facility to reflect statistics over previous years to current utilizing Microsoft Excel.
- Built out the data and reporting infrastructure of the safety training program leading to a rating of 100% success for the first time since 2014.

### Mac Expert – Volt @Apple Inc.

- Consulted customers about Apple technology through strategic problem-solving to isolate effective solutions.
- Mentored and develop income experts in industry mission along with best practices for high performance.
- Presented feedback for continued development of customer experience while implementing customer relationship management.