

Raul Gallegos Contreras

Administrator | Manager | Engineer

Email: Raul_Gallegos@msn.com

Phone Number: 9931965663

Driver's License: 1AU2221424

Military Service Number: C-8824339

Personal WebSite: <https://raulgallegos.github.io/MyWebPage/>

LinkedIn: <https://mx.linkedin.com/in/raul-gallegos-53bb5687>

Business Project WebSite: <https://raulgallegos.github.io/MAGICA/>

Professional with abilities in increasing process productivity and solving administrative problems through effective strategic planning, observation and usage of informatic tools.

EDUCATION

Systems Engineering Degree | 2007 - 2012 | Universidad del Valle de México | License Number: 7638668

Administration Degree | 2016 - 2023 | Universidad Juárez Autónoma de Tabasco | License Number: 13880938

EXPERIENCES – RESPONSIBILITIES

Human resources HR | Staff member | Local TV | 6 months

- Computed approximately **300 employee incidents** in TimeWork and Excel.
- Implemented strategic planning to **improve in 70% employee data analysis** in Excel implementing **ETL**.
- Designed employee **payroll** in Excel.
- Calculated approximately 300 **employee credits** in Excel.
- **Recruited and interviewed** more than 10 applicants to a job vacancy.
- Involved in a **multifunctional team work** with more than 10 people from other departments.
- **Trained** approximately 300 employees.
- Wrote **security and health reports** to **manage risks** collaborating with **quality engagement in 20%**.

Technological team | City Hall | 6 months

- Generated **electronic invoices** of approximately **500 electricity payment operations**.
- Recorded electricity payments in the **financial statements**.

Sales team member | Shoe shop | 1 month

- Provided **customer support** to more than **500 potential clients**.
- Computed more than 300 direct **sales** in Excel, SAE and SAP which meant **30% of total sales** and **60% of efficiency** in sales.
- Managed **inventory** of **5000 products** in Excel, SAE and SAP.

Junior programmer | Mexican Petroleum Institute | 1 year

- Programmed a software with more than **500 lines of code** time by implementing **software development process** which principal function was to manage versions for a project life **minimizing Time Analysis in 50%**.



SKILLS

Strategic planning | Observation | Multifunctional team work | Error impact prevention | Problem solving | Communication | Conflict resolution | Emotional intelligence | Creative thinking | Discipline | Responsibility

TECHNICAL PROFICIENCIES - APPLIED KNOWLEDGE

Workforce planning | Job description | Performance management | Talent mapping | Coaching | Project management | Enterprise resources management | Organization manual design | Financial statements analysis | Investment project evaluation | Quality management | Marketing planning and design | Manufacturing product | Supply chain | Risk management | Legal landscape | Web Design | Programming | Software engineering | Data analysis

TOOLS:

Microsoft Office: Excel | ERP: Odoo, Aspel SAE, SAP, TimeWork, Workday | ATS: Taleo, Odoo, Open HRMS | Talent mapping: Performance evaluation, 9box, Psychometric tests | Quality: SixSigma, Just in Time JIT, QFD, FMEA, Correlation, Stratification analysis, Cause-Effect Diagram, Pareto chart, Time-Motion Analysis, Value Stream Mapping | Project management: Kanban, Agile, Scrum | Statistical analysis: IBM SPSS Statistics, Minitab, R | Data mining: RapidMiner Studio | CASE UML: BPMN, Enterprise Architect, Visual Paradigm | Code editor: Adobe Dreamweaver, Sublime Text, Brackets, Microsoft Visual Studio, Eclipse IDE, Apache NetBeans IDE, Notepad++ | Programming languages: HTML, CSS, SQL, JAVA, C++, Visual Basic VBA, Macros | 2d & 3d Design: Autodesk 3ds Max, Autodesk Maya, Unity, Blender, Cinema 4d, Adobe Animate | Vector graphics design: Adobe Illustrator, Inkscape, CorelDraw | Network simulation: Cisco Packet Tracer, GNS3 | Data base management systems DBMS: SQL Server, PostgreSQL, Oracle MySQL, EER: Wordbench | Operative systems: Windows, Linux, Cisco IOS | GitHub | AI: ChatGPT, Bard, DALL-E

LANGUAGES

Spanish | English

BUSINESS PROJECTS | MAGICA

- Created my value proposition.
- Designed Marketing Planning, Segmentation, Industry Analysis.
- Created a website for my Enterprise.
- Modeled a Network Architecture for Systems and Communications.
- Implemented Quality tools.
- Modeled Business Process Model and Notation BPMN in Enterprise Architect, Visual Paradigm and made a Time-Motion Analysis and Value Stream Mapping.
- Planned Workforce, job description and performance evaluation.
- Integrated Administrative Manuals for the Organization, Policies and Procedures, Contracts and Constitutive Act.
- Calculated Net Present Value NPV for an Investment Project Evaluation.
- Modeled Financial Statements, Balance Sheet, Income Statement and Cash Flow Statement in Excel.
- Projected Cost Estimate for products in Excel.
- Manufactured or acquired my products from suppliers.

INTERESTS

Ocultism | Philosophy | Music | Sports

