Raul Gallegos Contreras

Administrator | Manager | Engineer
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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 | Quality engagement | 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 | Financial statements analysis | Investment project evaluation | Quality management | Marketing planning and design | Web Design | Programming | Data analysis | Manufacturing product | Supply chain | Risk management

TOOLS:
Microsoft Office: Excel | ERP: Odoo, Aspel SAE, SAP, TimeWork, Workday | ATS: Taleo, Odoo, Open HRMS | Talent Mapping: Performance Evaluation, 9box, psychometric test | Quality: SixSigma, Just in Time JIT, QFD, FMEA, Correlation, Cause-Effect Diagram, Time-Motion Analysis, Value Stream Mapping | Project Management: Kanban, Agile, Scrum | Statistical Analysis: IBM SPSS Statistics, Minitab, R | Data Mining: RapidMiner Studio | CASE UML: 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++, COBOL, Visual Basic VBA, Macros | 3d Design: Autodesk 3ds Max, Autodesk Maya, Unity, Blender, Cinema 4d | 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, MongoDB | Operative Systems: Windows, Linux, Cisco IOS | Machines: Scanner, Sewing Machine, Car | GitHub | AI: ChatGPT

LANGUAGES
Spanish | English

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

INTERESTS
Ocultism | Philosophy | Music | Sports