

Raul Gallegos Contreras

Administrator | Manager | Engineer

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

EDUCATION

Administration Degree | License Number: 13880938

Systems Engineering Degree | License Number: 7638668

EXPERIENCES – RESPONSIBILITIES

Technological team | City Hall | 6 months

- Got involved in **projects to help society**.
- Generated **electronic invoices** of approximately **500 operations** increasing **efficiency 70%**.

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

- Computed approximately **300 employee incidents** in TimeWork and Excel **increasing payroll development in 10%**.
- **Trained** approximately 300 employees by getting involved in a **team developing employee talent in 5%**.
- Wrote **security and health reports** to **manage risks by implementing quality tools** collaborating with **quality engagement in 20%**.
- Stored **contracts** and **administrative manuals** by **implementing quality tools decreasing search time in 30%**.

Junior programmer | Mexican Petroleum Institute | 1 year

- Programmed an application which principal function was to manage versions for projects by implementing **software development process minimizing time analysis in 50%**.

Sales team member | Shoe shop | 1 month

- Computed more than **300 direct sales** by providing **customer support** to more than **500 potential clients increasing income in 20%**.

TECHNICAL PROFICIENCIES - APPLIED KNOWLEDGE

Workforce planning | Performance management | Project management | Financial statements analysis | Quality management | Marketing planning and design | Web Design | Software engineering | Data analysis | Network Management

TOOLS:

Microsoft Office: Excel | ERP: SAP, Workday | Talent mapping: Performance evaluation, Psychometric tests | Quality: JIT, Time-Motion Analysis, VSM, SixSigma, QFD, FMEA | Project management: Kanban | Data mining: RapidMiner Studio, KNIME | CASE UML: BPMN, Enterprise Architect, Visual Paradigm | Web Design: HTML, CSS | Vector graphics design: Adobe Illustrator, CorelDraw | 3d Design: Autodesk 3dsmax, Maya, Blender | Data base management systems DBMS: SQL, NO-SQL, GIS | Cisco Networking | AI tools

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