Raul Gallegos Contreras

Administrator | Manager | Engineer
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Business Project WebSite: https://raulgallegos.github.io/MAGICA/

Professional with habilities in increasing Process Productivity and Solving Administrative Problems through effective Strategic Planning, Observation and Engineering Skills.

EDUCATION

Systems Engineering Degree | 2007 - 2012 | License Number: 7638668
Administration Degree | 2016 - 2022 | License Number: in process

EXPERIENCES – RESPONSIBILITIES

Human Resources HR Staff Member | Local TV | 1 year
- Computed approximately 300 employee **incidents** in TimeWork and Excel.
- Implemented strategic planning to improve in 20% **data analysis** in Excel.
- Designed employee **payroll** in Excel.
- Calculated approximately 300 employee credits in Excel.
- **Recruited and interviewed** more than 10 applicants to a job vacancy.
- Provided project support by organizing and scanning more than 100 **contracts**.
- Involved in a **multifunctional team work** with more than 10 people from other departments.
- **Trained** approximately 300 Employee.

Sales Team Member | Shoe Shop | 1 Year
- Provided **customer support** to more than 500 potential clients.
- Computed more than 300 direct **sales** in Excel, SAE and SAP.
- Managed **inventory** of 5000 products in Excel, SAE and SAP.

Junior Programmer | Mexican Petroleum Institute | 1 year
- Programmed a sotware with more than 500 lines of code wich principal function was to manage versions for a project life time by implementing **software development process**.
- Created more than 10 connections between **Databases** Management Systems.

SKILLS

Strategic Planning | Administrative Problems Solver | Observation | Multifunctional Team Work | Error Impact Prevention | Communication | Resources Management | Administration | Design | Sales & Marketing | Engineering | Data Analysis | Finances Human Resources HR | Coaching

TECHNICAL PROFICIENCIES - APPLIED KNOWLEDGE

Workforce Planning | Job Description | Performance Management | Project Management Enterprice Resources Management | Financial Statements Analysis | Investment Project Evaluation | Quality Management | Marketing Planning | Web Design | Programming

TOOLS:
- Office: Microsoft Office, OpenOffice, LibreOffice.
- Enterprise Resource Planning Software ERP: Odoo, Aspel SAE, SAP.
- Applicant Tracking System ATS: Taleo, Odoo, Open HRMS.
- Employee Management Software: Odoo, Open HRMS, SAP, TimeWork.
- Accounting Software: Microsoft Excel, Contpaqi.
- Quality Tools: SixSigma, Just in Time JIT, Quality Function Deployment QFD, Failure Modes and Effects Analysis FMEA, Cause-Effect Diagram, Time-Motion Analysis and Value Stream Mapping.
- Project Management Tools: Kanban, Agile, Gantt Chart, Microsoft Excel, Odoo.
- Statistical Analisys Software: IBM SPSS Statistics, Minitab, R.
- Data Mining Tools: RapidMiner Studio.
- Unified Modeling Language Tool UML: Enterprise Architect, Visual Paradigm.
- Code Editor Coding Software: Adobe Dreamweaver, Sublime Text, Brackets, Microsoft Visual Studio, Eclipse IDE, Apache NetBeans IDE, Notepad++.
- Programming Languages: HTML, CSS, SQL, JAVA, C++, Python.
- 3d Design: Autodesk 3ds Max, Autodesk Maya, Unity, Blender, Cinema 4d.
- Vector Graphics | Design: Adobe Illustrator, Inkscape, CorelDraw.
- Network Simulation Tools: Cisco Packet Tracer, GNS3.
- Data Base Management System DBMS: Microsoft SQL Server, PostgreSQL, Oracle MySql, Oracle MySQL Wordbench, MongoDB.
- Operating Systems: Microsoft Windows, Linux, Cisco IOS.

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 NVP for an Investment Project Evaluation.
- Modeled Financial Statements, Balance Sheet, Income Statement and Cash Flow Statement in Microsoft Excel.
- Projected Cost Estimate for products in Microsoft Excel.

INTERESTS
Piano | Running | Philosophy | Ocultism