Raul Gallegos Contreras

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

EDUCATION

- o Systems Engineering Degree | 2007 - 2012 | License Number: 7638668
- o Administration Degree | 2016 - 2023 | License Number: in process

EXPERIENCES – RESPONSIBILITIES

Human Resources HR Staff Member | Local TV | 1 years

- o Computed approximately 300 Employee holidays and absences in TimeWork Software and Microsoft Excel.
- o Implemented Strategic Planning to improve in 20% Employee Data Analysis in Microsoft Excel handling Information from different PDF and SQL Data Bases.
- o Designed Employee Payroll in Microsoft Excel with more than 20 concepts like Salary, job position, tax rate and others.
- o Calculated approximately 300 Employee Credits in Microsoft Excel.
- o Recruited and Interviewed more than 10 applicants to a job vacancy.
- o Provided project support by organizing more than 5000 documents and scanning approximately 50 Contracts.
- o Involved in a Multifunctional Team Work with more than 10 people from other departments to improve our Communication.
- o Formulated Strategic Planning to improve in 10% Time of Data Analysis Process by planning a better way to archive documents.

Sales Team Member | Shoe Shop | 1 Year

- o Provided customer support to more than 500 potential clients.
- o Computed more than 300 direct sales in Microsoft Excel, Aspel SAE and SAP.
- o Managed Inventory of 5000 products in Microsoft Excel, Aspel SAE and SAP.

Junior Programmer | Mexican Petroleum Institute | 1 years

- o Programmed a sotware in Java with more than 500 lines of code wich principal Function was to manage versions for a project life time by implementing Software Development Process and Unified Modeling Language UML.
- o Created more than 10 connections between Databases Management Systems DBMS like Oracle MySQL, PostgreSQL, Microsoft SQL and the software.

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
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 | Japanese | Hebrew | Latin

BUSINESS PROJECTS | MAGICA
- Designed Marketing Planning, Segmentation, Industry Analysis and SWOT.
- Created a website for the business project using HTML, CSS, Adobe Illustrator.
- Modeled a Network Architecture for Systems and Communications in Oracle MySQL, MySQL Workbench, PostgreSQL, Cisco PacketTracer.
- Implemented Quality tools like SixSigma and Just in Time JIT.
- Modeled Business Process Model and Notation BPMN in Enterprise Architect, Visual Paradigm and made a Time-Motion Analysis and Value Stream Mapping.
- Planned Workforce.
- 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.