Raul Gallegos Contreras

Administrator | Manager | Engineer

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

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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