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**

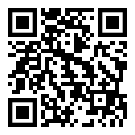
* Computed more than **300 direct sales** by providing **customer support** to more than **500 potential clients increasing income in 20%**.

**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



**Driver’s License:** 1AU2221424 **Military Service Number:** C-8824339

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