

Julio César Martínez Ortega

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Administrative professional with over 5 years of solid experience optimizing administrative, logistics, and procurement processes. Proven track record in inventory control, strategic supplier negotiation, and cost reporting for executive management. Recognized for strong organizational skills and reliability in improving operational efficiency. Proficient in Business Intelligence (BI) tools—Power BI, Tableau, and Python (Pandas)—to generate detailed analytics and predictive dashboards that support data-driven decision-making..

Professional Experience

Digital Projects & Data Analysis Consultant

Freelance

Zamora Michoacán

Jan 2024 – Present

- Developed informational and commercial websites for small businesses.
- Created digital content and videos using Artificial Intelligence (AI) tools.
- Implemented interactive Power BI dashboards and conducted data analysis with Python (Pandas) to monitor key business metrics.

Distribuidora Goldberry

Administrative Coordinator

Zamora Michoacán

Jan 2019 – Jan 2025

- Implemented new controls to reduce losses in perishable goods.
- Managed purchase orders and goods reception, ensuring continuous warehouse operations.
- Streamlined supplier management and cost tracking processes to improve profitability.

British American Tobacco México

Operations Supervisor

Zamora Michoacán

Feb 2017 – Jan 2019

- Supervised operational and administrative processes, ensuring compliance with internal policies.
- Conducted preventive audits, achieving the lowest rate of trust violations in the region.
- Coordinated corporate requests and led corrective action plans to improve efficiency.

British American Tobacco México

Operations Analyst

Guadalajara Jalisco.

Sep 2016 – Feb 2017

- Audited sales teams and distributors to verify compliance with company guidelines.
- Managed logistics operations at distribution centers (CEDIS).

Deloitte Touche Tohmatsu Limited,

Risk Services Analyst

CDMX | Gdl.

Sep 2013 – Feb 2016

- Led internal audits across multiple industries (retail, finance, healthcare), ensuring full compliance with corporate policies and regulations.
- Strengthened internal controls and standardized procedures by identifying operational risks and implementing corrective actions across various business environments.

Universidad del Valle de Atemajac

Bachelor's Degree in Business Administration

Guadalajara Jalisco

2008-2012

Additional Skills

- Advanced Excel, Power BI, Tableau, Python (Pandas)
- Database and KPI management
- Staff supervision and team coordination

