

# Luis F Sotto Reyes

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## Executive Summary

Motivated, experienced leader with demonstrated passion for continuous improvement, ability to work effectively collaboratively or independently. Completes projects in the established timeframe, reaches established goals, and demonstrates a commitment with quality, punctuality, and attention to detail. Qualifications include:

- Top Secret Clearance
- Bilingual (English/Spanish)
- Multifaceted communicator
- Electronic Key Management System
- KMI Manager SPAWAR
- Instructor/Trainer
- Time Management
- Complex Problem Solving
- Decision Maker
- Financial Resources
- Material resource manager
- System Analystist
- Systems Evaluations
- Personnel Resources
- Active Learner
- Service-oriented
- Critical Thinker
- Coordinated
- Leader/mentor
- Database Management
- Monitoring
- Negotiator
- Spreadsheet software
- Goal-oriented

## Experience

CEO, Sotto LLC, Puerto Rico, 2019-Present

- Established software/ app development company CienX35 Development.

Division Officer, US Navy, Norfolk, VA, 2015-2019

- Immediate supervisor to 43 personnel who were responsible for maintenance, operation, and repair of machinery, electrical, and hydraulic equipment which resulted in continuous 24hr operation with zero mishaps.
- Organized internal processes while implementing procedural or policy changes to improve operations. Successfully identified setbacks, implemented changes, and was able to reduce unproductivity time by 8%.
- Incorporated orientation sessions to arrange on the job training, ongoing technical training, and personnel development classes for staff members which allowed for 100% base knowledge for all new hires.
- Analyzed training needs to develop new training programs or improve existing plans for a 32% increase in advance skill base for senior personnel.
- Inspected and supervised daily activities that could pose threats to workers' health or safety, identified any discrepancies, and directed corrective action to allow for safe operations to be conducted with no injuries or a dangerous environment.

- Consolidated inventories of hazardous materials or waste tracking system to ensure proper material handling. Also managed environmental management and sustainability programs addressing issues such as recycling and conservation, allowing for 0 environmental blunders and 100% accountability for hazardous materials.
- Administered the Key Management Infrastructure Operating Accounts (two) and initiated training to qualify a total of 19 personnel in the proper use of cryptographic material which resulted in the successful management of over 1000+ accounting items and a flawless COR audit inspection with no discrepancies.
- Led the disestablishment of an account with 5 qualified team member and completed the return or destruction of all accounted material in 6 months which allowed for the account to properly transition into an inactive status with no outstanding equipment unaccounted.

General Administrator, Puerto Rico Tobacco Corp, Old San Juan, PR, 2010-2014

- Lead staff meetings on topics pertaining to business status, sales team effectiveness, and promotional opportunities within the company. Created a business organizational plan that contained an incentive program for employees that resulted in a sales increase of 35% on the first quarter of sales.
- Organized administrative activities that generated products or provided services for customers to streamline the checkout process which led to a customer satisfaction increase of 10%, totaling 95% customer satisfaction in the first year of implementation.
- Reviews employee schedules, payroll, inventory, and monthly sales promotions for errors and verified accurate accountability resulting in 0 discrepancies through a 4-year term.
- Accounted for daily sales reports in Peachtree, assisting in daily expense and income tracking for ease of trend analysis. This process resulted in 100% accountability for over a quarter-million of corporate funds.
- Reviewed performance data and general activity reports to measure productivity goals achievement or to identify areas needing cost reduction, fund disbursement, and program improvement. This resulted in effective quarterly snap shot of company health and saved the corporation over \$17,000 in unnecessary expenses.
- Coordinated with suppliers to ensure that needed goods or services were efficiently and effectively managed and delivered on-time that resulted in 98% on-time delivery of products to customers and company.
- Analyzed trends in raw material costs to identify areas of improvement. Directly managed product purchases and material costs renegotiation with providers which resulted in a cost reduction for raw material of 9% which led to an income increase of 14%.

Education:

**Metropolitan University Bayamon Campus**

*MBA in Leadership and Management*

Expected 2020

**University of Puerto Rico at Bayamon Campus** (ABET Accredited)

*Bachelor of Science Degree in Electronics Engineering Technology*

May 2012