

Jose Contreras

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WORK EXPERIENCE

Manager

July 2017 – Current

Suero Auto Repair

Bronx, New York

- Design organization systems for inventory control, merchandising, financial reports and schedules, dramatically increasing operational efficiency and saving \$5,000+ per month in costs
- Strategically analyzing financial data of current market value of consumer related products and labor costs, to ensure a steady 5% increase in profitability and revenue
- Offered hands-on assistance to customers, assessing needs, managing conflicts, and maintaining current knowledge of consumer preferences
- Supported staff development and goal attainment by focusing on skill development, salary compensation and job satisfaction

Engineering Aide

June 2022 – August 2022

Port Authority of New York & New Jersey

New York, New York

- Plan alongside Project Managers and Engineers in the project coordination of the construction/remodel of the World Trade Center, expertly saving an excess of \$1 million of costs per project
- Assist in design, development, planning, and presentation of concepts of the \$300 million *Perelman Performing Arts Center*, executing projects in conjunction with numerous agencies
- Lead with Engineers of the fast-paced removal/relocation of the Port Authority of New York & New Jersey Police Department World Trade Center Headquarters within a strict deadline of less than 45 days

Aquatics Director

June 2018 - March 2020

Good Shepherd Services

Bronx, New York

- Collaborated with cross-functional staff to enrich aquatic programs by coordinating schedule with general program operations
- Trained lifeguards & staff on accident prevention and rescue procedures

Military Police

April 2016 – July 2017

U.S. Navy

Italy

- Investigated security breaches while conducting routine security checks to alleviate threats
- Employed effective time management when dealing with coordination and accountability of 9,000 civilian/military personnel and security assets

EDUCATION

CUNY City College

December 2024

Bachelors, Electrical Engineering

New York, New York

CUNY Borough of Manhattan Community College

May 2020

Associates, Engineering Science

New York, New York

TECHNOLOGIES/CERTIFICATIONS

- Certifications: CAPM (pending), Google Project Management, OSHA 10, DASM (pending)
- Technologies/Languages: SolidWorks, AutoCAD, MapleSoft, QuickBooks, Microsoft Office Suite