

MAURICIO E. BICK

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Objective:

Seeking a position as a team player in an office/field environment where there is a need for a variety of tasks including organizational, analytical and IT skills. I would like to have the opportunity to help, learn, and grow in any field of your business where my skills are useful.

Experience:

01/2017- present OSR, Enterprises, Inc. Santa Maria, CA

Business Analyst

- Create and maintain Schedules
 - Trans Planting
 - Pre-Irrigation
 - Nursery
- Create and maintain KPI reports
 - Crop Sales
 - Metrics
 - Variance
 - Trends
 - Yields
 - Cost Accounting
 - P&L per pack
 - Labor Cost
 - H2A Cost
 - Nitrogen levels
- Collaborate with other departments to create, analyze, automate and streamline processes.
- Create SharePoint site with different subsites for individual or team collaboration
- Create Access databases, Excel spreadsheets, and pivot tables
- Create and maintain mobile apps for capturing and displaying data with the feature to be stored automatically in the cloud (OneDrive, SharePoint, Google Drive, etc..) or to be sent as email attachments to stakeholders
- Maintain metrics
- Gather, analyze and interpret data
- Search for and implement new technology to help improve current processes

02/2014- 01/2017 OSR, Enterprises, Inc. Santa Maria, CA

Harvest Payroll

- Calculated daily crews sheets and processed weekly payroll for approx. 500+ employees
- General Accounting (Cost Accounting, Allocating, General Ledger, etc.)
- Created Excel spreadsheets, pivot tables, and access databases
- Worked with HR to troubleshoot discrepancies
- Created and distributed weekly and year to date payroll analysis report

2006-2013 Vozzcom, Inc. Santa Maria, CA

Manager

- Collected monies on past due cable accounts in the field and over the phone
- Routed and organized work for technicians
- Hired, trained, coached and mentored technicians to ensure smooth adoption of new projects and policies.
- Implemented new processes and systems for improving new and existing projects
- Data entry
- Created performance reports
- Invoicing Analyzed Profit and Loss reports

2004-2005

Mario E Pérez

Greenville, NC

Legal Assistant

- Conducted initial contact with new clients and spoke with existing clients about their pending legal matters
- Wrote letters and conducted general investigation on behalf of the attorney or his paralegal
- Filed documents at the Court House
- Made sure payments were collected and deposited in appropriate trust accounts
- Updated client list

Professional Profile

- Bilingual
- Analytical mind
- Excellent listening skills
- Fast learner
- Ability to gather and connect data from different sources for reporting
- Courteous demeanor
- Computer Literate
- Punctual
- Self-Reliant
- Team player
- 4 years of supervising experience
- 2 years of managing experience
- Strong strategic planning and people management skills
- Experience in field and over the phone Collections
- Conflict resolution skills
- Strong organization skills
- Goal oriented
- Works well with others and as well as under pressure

COMPUTER SKILLS

- Windows
- Office 365 (OneDrive, SharePoint, Flow, etc...)
- Microsoft Word, Excel, and Access.
- Famous
- Pet Tiger
- Tiger Jill
- Appsheet