

CARLOS MARTINEZ JR.

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PROFESSIONAL SUMMARY

Results-driven MBA candidate in Business Analytics with 20+ years of cross-sector leadership across military operations, oil & gas, legal services, and logistics. Proven ability to analyze data, manage budgets, optimize processes, and deliver clear reporting that drives strategic decisions. Self-taught in Python, SQL, and AI workflow automation; advanced Excel user with VBA experience. Increased a small business's annual revenue by three times through data-driven decisions. Bilingual (English/Spanish) professional based in the Rio Grande Valley, open to remote Data Analyst or BI Analyst roles.

CORE COMPETENCIES

SQL & SQLite • Microsoft Excel (Advanced / VBA) • Python (Pandas, Data Structures) • Power BI / Data Visualization • Data Analysis & Reporting • Budget Planning & Financial Oversight • AI Workflow Automation (ChatGPT, Zapier) • Business Analytics • Process Optimization / Lean Operations • Compliance Reporting (OSHA, DOT, FMCSA) • Stakeholder Communication • Bilingual English / Spanish

PROFESSIONAL EXPERIENCE

Owner Operator / Small Business Owner

May 2018 - Present

Landstar Ranger | Brownsville, TX

- Analyzed freight market data and broker postings to inform acquisition decisions and negotiate high-value contracts, increasing annual revenue by three times.
- Managed operational budgets and tracked expenses in Excel, ensuring financial accuracy and compliance with contractual and federal reporting obligations.
- Prepared and maintained detailed transaction, route, and cost records; generated performance reports analogous to program funding and utilization tracking.
- Integrated AI and workflow automation tools (ChatGPT, Zapier, custom scripts) to streamline scheduling, reduce manual data entry, and accelerate decision-making.
- Built and sustained long-term partnerships with brokers and shippers, demonstrating stakeholder management and business development skills.

Operations Safety Coordinator

Dec 2010 - Feb 2016

Baker Hughes | Odessa, TX

- Directed safety and operations programs for large-scale oilfield projects, tracking performance metrics and producing compliance reports for executive leadership.
- Managed reporting workflows and analyzed operational data, providing leadership with accurate, timely updates to guide budgetary and project decisions.
- Coordinated cross-departmental process improvement initiatives, aligning resources and reducing downtime across multiple worksites.
- Developed and delivered training programs reinforcing regulatory compliance (OSHA, DOT, FMCSA) and safety standards.

Platoon Sergeant

Dec 1997 - Jan 2018

U.S. Army National Guard | Texas

- Directed operations for a 40+ member team, managing personnel, resources, and schedules to ensure mission readiness across a 20-year career.
- Applied statistical tools and real-time data collection to assess equipment failure risks, mission capability, and resource allocation under high-pressure conditions.
- Oversaw documentation accuracy, compliance with military standards, and sustainment planning, ensuring efficient use of funding, equipment, and personnel.
- Coordinated logistics and operational planning for large-scale exercises and deployments, consistently delivering results under strict timelines and resource constraints.

Paralegal

Mar 2016 - Mar 2017

Cameron County District Attorney's Office | Brownsville, TX

- Analyzed large volumes of case data and documentation, applying structured methods to ensure accuracy and compliance with legal standards.
- Prepared concise reports and summaries for attorneys and stakeholders, synthesizing complex information into actionable recommendations.
- Redesigned documentation workflows and records management systems, improving reporting accuracy and process efficiency.

Automotive Sales Consultant

Sep 2008 - Nov 2010

Charlie Clark Nissan | Brownsville, TX

- Consistently exceeded monthly sales targets by tracking performance data, identifying trends, and adapting strategy based on results.
- Coordinated with finance and service teams on end-to-end documentation processes, demonstrating attention to detail and operational compliance.

EDUCATION

Master of Business Administration (MBA), Business Analytics

Expected March 2027

Park University, Parkville, MO | In Progress

Bachelor of Arts in Psychology, Minor in Organizational Communication

December 2024

Park University, Parkville, MO | Dean's List Honoree | GPA: 3.49

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Python Programming and Data Structures, Coursera (Jan 2025)
- Excel VBA to PDF Forms, Udemy Online Course
- SQL & SQLite Database Fundamentals, Self-Study / Applied Practice
- Lean Operations & Process Improvement, Self-Study / Applied Practice
- AI Workflow Automation (ChatGPT, Zapier, Custom Scripts), Self-Taught
- DOT / FMCSA Safety & Compliance Training, Self-Study