

Alejandra Castillo

Key Skills:

- Financial Statement Analysis
- Data Visualization
- Administrative Support
- Budget Analysis and Support
- HTML/CSS and JavaScript



ADDRESS

P.O. Box 1586
Thousand Oaks, CA 93158
United States



PHONE

(805) 827-0343



EMAIL

apcastillo11@gmail.com



LINKEDIN

www.linkedin.com/in/alejandra-castillo-010bba74

EXPERIENCE

October 2022–Present

Budget Analyst • California Lutheran University • Thousand Oaks, CA

- Provided administrative support to the Dean of School of Management, 16 full-time faculty members and over 100 adjunct faculty with processing reimbursement requests, credit card reconciliations, mailing lists, room reservations, graduate assistants, budget transfers, agenda items and invoice payments
- Compiled enrollment data, retention rates, and program graphics for the School of Management using Microsoft PowerBI
- Organized 18 budget reports per financial quarter for program and center directors to help the leadership track funds; made budget transfers across accounts to cover shortfalls
- Collected, organized and shared data about School of Management donors with fundraising department
- Served as the liaison between Academic Affairs staff and the School of Management; assigned units and account numbers to faculty courses

November 2017– October 2022

Administrative Assistant • California Lutheran University

- Provided direct administrative support to the AVP of Facilities Planning and Operations. Provided secondary support to five project managers in charge of Capital Projects with tasks like tracking payments and setting up new accounts
- Reviewed and processed employee reimbursement forms; performed monthly reconciliation of company cards for about 25 individuals
- Organized utility invoices comprised of over 50 service accounts for wastewater, electricity, gas, trash, and water to prepare them for payment and tracked data for statistical and budget analysis
- Took down, edited and distributed meeting minutes with action items to all appropriate parties under Associate Vice President (usually around 15 individuals)
- Supported the grounds, trades, and housekeeping divisions of the department with administrative tasks in both English and Spanish. This helped clarify directions and policies for the department and from Human Resources
- Served on several interview panels for prospective employees and helped schedule interviews

EDUCATION

CALIFORNIA LUTHERAN UNIVERSITY, THOUSAND OAKS, CA

Master in Business Administration
Finance Concentration

UNIVERSITY OF CALIFORNIA, LOS ANGELES, CA

Bachelor of Arts in Spanish
Latin American Studies & Public Health Minors