
Jasmin Castillo

Deputy Clerk & Administrative Assistant

720-563-7366 | Jazzycas27@gmail.com | 1050 N Ogden St | Denver, CO 80218

SKILLS

Deputy Clerk with 5+ years of experience as an Administrative Assistant in a professional office setting. Demonstrates excellent attention to detail, time management and organization with a strong understanding of customer service best practices. Has the ability to multi-task and work in a fast-paced environment while communicating clearly and concisely to colleagues and clients.

PROFESSIONAL EXPERIENCE

Denver, CO - *Deputy Clerk : Attorney Registration & CLJE*

APRIL 2019 - PRESENT

- Responsible for administering the Oath of Admission for all new attorneys.
- Completes all CLJE deposits at least on a weekly basis.
- Works with Deputy Regulation Counsel and others to develop or refine rules.
- Responsible for the processing of forms and requests related to the CLJE or Attorney Registration office.
- Facilitates administrative support including customer support, answering general calls, voicemails and emails.
- Helps coordinate and prepare for admission ceremonies.
- Maintains confidentiality of all documents and data complied.

Denver, CO - *Receptionist : OARC Colorado Supreme Court*

APRIL 2018 - APRIL 2019

- Responsible for the opening, assignment to investigator, and closing of all Trust Account Notification Files (TAN).
- Maintains statistics on types of inbound requests and tabulates those statistics on a weekly, monthly, and yearly basis.
- Delivers pleadings to be filed with the Presiding Disciplinary Judge and Supreme Court.
- Responsible for answering incoming calls, handling incoming requests, and helping customers who visit the front office.

Boulder, CO - *Administrative Assistant II : University of Colorado, Boulder*

MAY 2016 - APRIL 2018

- Assists the Director with business correspondence, travel coordination, processing reimbursements and maintaining space allocations throughout the campus.
- Administers University credit card charges and general office management.

Boulder, CO - *Deputy Probation Officer Internship: Boulder Probation Unit*

June 2015 - May 2016

- Gained experience from direct involvement with court proceedings, background checks for defendants, case management and the transferring of cases to other countries.

EDUCATION

University of Colorado, Boulder - *Bachelor's Degree, Sociology & Ethnic Studies*