Jasmin Castillo  
Deputy Clerk & Administrative Assistant  
720-563-7366 | [Jazzycas27@gmail.com](mailto: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*