Jasmin Castillo

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**Skills**

Bilingual: Fluent in Spanish and English

**Education**

University of Colorado-Boulder: BA Sociology major w/ minor in Ethnic Studies *May 2016*

**Experience**

Deputy Clerk : Attorney Registration/ CLJE – Denver, CO April 2019-Present

* Responsible for administering the Oath of Admission for all new attorneys
* Assist with processing of forms and various request related to either office
* Complete all CLJE deposits at least once a week
* Works with Deputy Regulation Counsel and others to develop or refine rules
* Assists with coordination and preparation leading up to admission ceremony
* Maintains confidentiality of all documents and data complied
* Resolve customer complaints via phone or email

Receptionist: OARC Colorado Supreme Court- Denver, CO April 2018- April 2019

* Answer all phone calls and greet all persons who come to the floor
* Deliver daily pleadings to be filled with Presiding Disciplinary Judge and Supreme Court
* Open, assign to investigator, and close all TAN (trust account notifications) files
* Keep daily statistics on types of calls and tabulate statistics on a weekly, monthly, and yearly basis

Administrative Assistant II: University of Colorado – Boulder, CO *May 2016- April 2018*

* Assisting the Director with business correspondence, information gathering, travel coordination, and processing reimbursements
* Assists in managing space allocations throughout the building and monitoring usage
* Departmental Finance and Procurement Technician (University credit card charges).
* General Office Management (faxing, copying, filing, answering phones).

Deputy Probation Officer (Internship): Boulder Probation Unit *June 2015-May 2016*

* Exposure to court proceedings.
* Experience in background checks for defendants.
* Experience with non-violent offenders.
* Case management.
* Exposure to transferring cases to other counties.