

Carlos Castillo

123 7th Avenue, Hawthorne, New Jersey 07506

Cell Phone Number : 973-968-8125

Email Address: carlcastillo690@gmail.com

Professional Work Experience:

Passaic County Community College

01/21 - 05/21

Computer Science Course Navigator/Tutor

- Put in charge of running and managing the Zoom meeting for the Computer Science C++ course. (Took attendance, let students in from waiting room, managed breakout groups for programming practice sessions)
- Opened the Zoom meeting 15 minutes early and left it open 15 minutes after to allow students to ask computer science and/or C++ questions which I answered immediately.
- Held multiple computer science tutoring sessions weekly for the students to reinforce their C++ knowledge as well as review computer science concepts.
- Met with the professor in weekly meetings (via zoom, phone, email) to discuss C++ workshops for the students, what was covered in the weekly C++ tutoring sessions, and other relevant programming related topics.
- Reason for leaving : This job was only for the Spring semester from January 2021 to May 2021.

JOANN Fabrics and Crafts

07/20 - 01/21

Sales Associate

- Handled customer transactions at the cash register in an efficient and friendly manner with professionalism and precision.
- Lifted boxes from the truck and receiving area, place, and arrange items on shelves and racks.
- Moved product from delivering truck to sales floor as needed.
- Stocked shelves accurately according to planogram while maintaining a high level of productivity and close attention to detail.
- Cleaned and recovered shelves, put away returns, and cleaned all spills/messes on the sales floor.
- Reason for leaving : Found a better job at my college that was related to my college major so I left this job to pursue it.

Tuesday Morning

05/19 - 01/20

Sales Associate

- Assisted customers with their shopping needs and answered all customers' questions regarding store merchandise.
- Organized items and cleaned every aisle of the store during each of my shifts.
- Stocked store shelves/end-caps with merchandise.
- Assisted in unpacking boxes and putting price tags on items from the weekly truck that delivered items to the store.
- Reason for leaving : I had a difficult Spring college semester and the job wasn't being flexible with scheduling and hours so that is why I left.

Walgreens

07/18 - 11/18

Sales Associate

- Provided customer service by assisting customers with their shopping needs, answered customer inquiries, and resolved plenty of customer complaints.
- Assisted customers in a friendly and efficient manner while completing their transactions on the cash register.
- Stocked store shelves and end-caps with merchandise
- Put up signs that identify items on sale in weekly ads and took down signs when sales were over
- Reason for leaving : The job wasn't being flexible enough with my hours and I had to leave because I had little time to focus on college.

New Day Realty

05/18 - 07/18

Temp. Office Assistant

- Organizing real estate property folders on the computer
- Printing/scanning/faxing papers
- Creating labels for seller/buyer folders
- Answering customer phone calls/transferring calls
- Retrieving company emails and paper mail
- Filling out the proper real estate information for buyer and seller folders
- Reason for leaving : I found a job in a retail store that was part time and paying more so I left this temporary position to pursue it.

Education:

Hawthorne High School - High School Diploma

September 2013 - June 2017

Passaic County Community College - Associates of Science Degree in Computer Science

January 2018 - May 2021

Skills:

- Programming Languages
 - Experienced in Python, C++
 - Intermediate in Java, Swift
 - Familiar with HTML, CSS, SQL
- Databases
 - MySQL (familiar)
- Intermediate in development tools : IDLE Python, Pycharm, Eclipse, DevC++, Visual Studio
- Proficient in these Operating Systems : Windows, Android, iOS, MacOS
- Proficient with Microsoft Office Apps (Word, Excel, Powerpoint, Visio, Outlook)
- Proficient with Google Workspace Apps (Gmail, Drive, Docs, Sheets, Slides, Forms)

For a look at programming projects I've worked on and/or contributed to, here is a link to my github: <https://github.com/carlcastillo9818>

Educational Achievements and/or Certificates:

- High Honor Roll at Hawthorne High School (2015-2017)
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- Phi Theta Kappa member at Passaic County Community College (January 2019 - May 2021)
- Graduate Achievement Award at Passaic County Community College (June 2021)
- High Honor Roll at Passaic County Community College (January 2019- May 2021)
- Microsoft Certified : Azure Fundamentals (May 2021 - Present)

Interests:

Developing custom programming projects

Playing Guitar

Video Editing for Youtube

Creating custom computer wallpapers/backgrounds

Building desktop computers from all kinds of computer parts

References:

Kristine Bonagura

Former Assistant Store Manager at Tuesday Morning

Midland Park, NJ

201-406-5627

Susana Mendoza

Realtor at A New Day Realty

Prospect Park, NJ

973-449-6844

Daisy Mendoza

Realtor at A New Day Realty

Prospect Park, NJ

973-460-5410