

Christopher Castillo

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Objective:

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people in order to achieve the goals of a company.

Education:

Berkeley College, Newark, Campus

Bachelors of Business Administration

Graduated April 2011

Cumulative GPA: 3.6

Coursework includes:

- Managerial Accounting
- Oral Communication
- Human Resource Management
- Group Dynamics
- Principles of Marketing
- Business Organization Management

Experience:

January 2011
to August 2011

Black Label Entertainment, LLC

Newark, NJ

Supervisor: Tyreese Brown

Phone: 347-429-5324

Position: *Marketing Assistant (intern)*

Responsibilities:

- Handle all marketing based projects
- Maintain all social networks via MySpace, Facebook, Twitter, etc.
- Research other possible marketing venues
- Report all activities to the supervisor
- Answer phone calls

September 2008 to
November 2009

Lounge 11 Bar & Restaurant

Hoboken, NJ

Supervisor: Mathew Percontino

Position: *Waiter, bus boy, and runner. (Part-time)*

Responsibilities:

- Attained orders from customers
- Assisted customers when they needed help
- Maintained a clean environment

Skills:

- Bilingual: English/Spanish
- Proficient with MS Word, Excel, and PowerPoint
- Excellent communication skills
- Can type up to 35 words per minute

Campus Activities:

- Berkeley College Soccer Team