

## **Miles Castro**

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### **PROFESSIONAL SUMMARY**

- Strong presence, with excellent written and verbal skills.
- A team player who can communicate with peers to form tactical solutions to issues, and coordinate appropriate resolves to address them.
- Ability to translate goals into measurable milestones.

### **EDUCATION**

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<b>THE GEORGE WASHINGTON UNIVERSITY, School of Business</b>	Washington, DC
<b>Bachelor of Business Administration, Marketing</b>	May 2011
Coursework included: Marketing Management, Consumer Behavior, Market Research, Group Communications, Management Information Systems, Business Statistics, and Psychology	

<b>Kellenberg Memorial High School</b>	Uniondale, NY
<b>High School Diploma</b>	June 2007

### **WORK EXPERIENCE**

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<b>Virginia Tourism Corporation, VTC</b>	Washington, DC
<b>Team Campaign Assistant Intern</b>	1/2010-6/2010

Worked on creative development for the 2011 VTC marketing campaign to increase awareness.

- Identified demographic group interests to market tourist trips for increase annual visitation.
- Suggested different ways to develop technology that would facilitate frequent tourism visits.

<b>A&amp;M Castro Plumbing and Heating Inc.</b>	East Meadow, NY
<b>Office Assistant</b>	7/2004 – 1/2010

- Performed clerical duties to assist in workloads such as answering telephone and relaying messages to plumbers.
- Verified transactions and typed estimates and adhering to the manager's process.
- Developed skills to work within time constraints while adjusting to downtime and overtime due to a fluctuating job schedule.

<b>Kellenberg Memorial High School</b>	East Meadow, NY
<b>Saint Martians' Recreational and Sunday Service Tutor</b>	9/2005-6/2007

- Demonstrated charisma and interpersonal skills with staff and children to be recognized as the top contributor.
- Provided exemplary work ethic by promptly showing up to work early and leaving later then necessary.

### **SKILLS**

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MS Office: Word, Outlook, Access, Excel, PowerPoint

Sony Vegas Studio, Gimp, Photo Shop and Open Office.

Foreign Languages: Proficiency in Spanish

Other: 3 years College and High School art experience, 7 years experience under instructors in musical instruments

### **ACTIVITIES**

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<b>Creator, Dorm, Washington, DC,</b>	<b>9/2009-2011</b>
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- Creator of the website that establishes recreational student activities for college students to advertise
- Coordinated, managed, and funded all projects for the website.

<b>Golden Key International Honor Society</b>	<b>3/2011</b>
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<b>Assistant Member, BSU-Black Student Union, Washington, DC,</b>	<b>2008-2010</b>
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<b>Assistant Member, MSSC-Multicultural Student Services Center, Washington, DC,</b>	<b>2008-2010</b>
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<b>Assistant Member, BMI- Black Men's Initiative, Organization, Washington, DC,</b>	<b>2008-2010</b>
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