

# Alvaro Castillo

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## **OBJECTIVE**

To obtain a full time management position that will appreciate my commitment, passion, and integrity.

## **STRENGTHS**

- Communication skills – Bilingual: English and Spanish both verbal & written
- Experienced in time and conflict management
- Ability to work with minimal supervision
- Computer skills include: Microsoft Office Word, Excel, PowerPoint, and Outlook

## **EDUCATION**

**Pennsylvania State University Center Valley, PA**

*Bachelor of Arts in Psychology*

**May 2013**

**Lehigh Carbon Community College Schnecksville, PA**

*Associate of Arts in Education*

**January 2007**

*Associate of Arts in Music & Sound Production*

**January 2005**

## **MANAGEMENT EXPERIENCE**

**Autism Resource Community Hub of the Lehigh Valley, Allentown, PA**

**June 2012**

*Teacher Intern*

- Engaged clients in participating in the development of personal goals and objectives
- Assisted group leader with daily peer interaction activities

**Community Services for Children, Inc., Allentown, PA**

**January 2007 - August 2011**

*Coordinator of Healthy Marriage Initiative*

- Managed accountability systems related to corporate initiatives
- Developed outreach and recruitment systems and strategies
- Facilitated marriage education cohorts and parent meetings
- Achieved and surpassed grant requirements
- Organized and composed program records from inception to completion
- Delegated and implemented recruitment systems to various departments

## **EMPLOYMENT**

**Sure Fit Inc., Fogelsville, PA**

**January 2002 - August 2005**

*Order Picker*

- Translated languages of important information on a daily basis
- Completed various tasks in the facility such as quality control and data entry.

**United States Census Bureau, Allentown, PA**

**January 2000 - June 2000**

*Clerk/Enumerator*

- Collected data necessary for government review
- Reviewed forms for accuracy and served as language translator as needed

## **VOLUNTEER EXPERIENCE**

**Arch of Lehigh Valley (Autism Resource Community Hub), Allentown, PA**

**December 2010 – Present**

*Orator*

- Facilitate the only Spanish support group in the Lehigh Valley area for parents who have children diagnosed in the Autism spectrum