**ARACELI CASILLAS**

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**EAST HARTFORD, CT 06118**

**HOME (860)568-0475**

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**OBJECTIVE:** To obtain a permanent position in challenge surroundings that offers me both personal and professional growth.

**Qualifications Summary**

* Ability to write clear, comprehensive and grammatically correct documents.
* Demonstrated skill in managing change and maintaining flexibility in a variety of challenging environments.
* Ability to work in diverse teams and to communicate well with others.
* Proficient in conversational Spanish and English languages
* Skilled using the computer/Internet
* Windows/Microsoft word

**EDUCATION:**

01/2012-PRESENT **American Institute**

99 South Street West Hartford, CT 06110-1922  
 (860) 218-9402

* Medical Billing and Coding

07/2009-05/2010 **Penn Foster High School**

Student Services Center, 925 Oak Street Scranton, PA 18515

* High School Diploma
* GPA High School 3.8

**VOLUNTEER ACTIVITIES:**

* **Stone Farm, East Glastonbury, CT- Summer of 2010**
* **Teaches people to read and write**

**EXPERIENCES:** Available upon request