

Carlos Castro

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www.ccastrodesign.com

SKILLS PROFICIENCY

XHTML, HTML5, XML
CSS / CSS3
JavaScript
jQuery
AngularJS
Bootstrap
UX/UI Design
SEO Optimization

SOFTWARE SKILLS

Adobe Dreamweaver
Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Microsoft Office Suite
IBM WebSphere Commerce
Debugging tools (BrowserStack,
NotePad++, FireBug, and Fiddler.)

HOBBIES AND INTEREST

Drawing, painting, fishing, camping,
listening to music, playing sports, and
disassembling and fixing portable
devices.

PROFESSIONAL CERTIFICATIONS

Cisco System Fundamentals of Web Design
Microsoft Office Specialist

EXPERIENCE

Dominicana Radio Dispatcher, Inc.

Private Driver

East Elmhurst, NY

February 2013 – January 2015

- Picked up passengers and drop them off to their desired destinations.
- Assisted passengers in embarking and disembarking.
- Assisted with loading and unloading luggage.
- Chose best routes to destinations by using Google Maps and GPS.
- Kept vehicle clean and maintained at all times.
- Performed preventative and regular maintenance on vehicle.

Best Buy Stores, LLC (Store #478)

Full-Time Computer/Tablets/Cellphone Sale Consultant

Long Island City, NY

August 2012 – February 2013

- Provided customer service through rectifying complaints, exchanging merchandise and answering questions.
- Managed daily department shrink prevention and inventory procedures.
- Restocked merchandise and handled receiving of products.
- Provided technical service and demo for purchased items to customers.
- Attended company's mandatory training and meetings.
- Followed company's selling skills to meet daily sales.
- Printed price tags for items to be displayed on the sale floor.

MetroPCS (Cell Nation, Inc)

Part-Time Sale Associate

New York, NY

February 2012 – March 2012

- Provided demo to customer for purchased items.
 - Operated computer for service activation, payments and troubleshooting for customers.
 - Handled customer's complaints and solved issues with appropriate solutions.
 - Restocked merchandise and handled receiving of products.
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- Sold smartphones with services activated along with accessories and company warranty.
- Operated cash register for customer's service payments and product purchases.

Holiday Inn Express Hotel LGA

Full-Time Cleaner / Assistant

Flushing, NY

February 2011 – July 2011

- Maintained and cleaned rooms, bathrooms and work areas.
- Cleaned furnishings and carpets.
- Cleaned and maintained common areas within the hotel.
- Shoveled snow from walkways.
- Assisted with bellman duties when required.
- Assisted guests with questions.
- Assisted front desk as an when required.
- Replenished supplies in guest rooms.
- Assisted housekeeping staff with laundry removal.
- Operated OPERA software for housekeeping report on a daily basis.

C-Town Supermarket

Part-Time Merchandise Handler / Deli Clerk

Elmhurst, NY

May 2009 – July 2009

- Maintained and stocked all designated section areas.
- Cleaned all department equipment occasionally.
- Maintained sanitation and cleanliness of all areas.
- Sliced, cut, weighed, and priced stock in a considerate manner.
- Maintained courteous and friendly attitude toward customers.
- Controlled freshness by rotating and coding all products and remove merchandise.
- Greeted all visitors and customers in a professional manner.
- Assisted inventory teams with allocations.
- Arranged transport for incoming products.
- Assisted accounts payable and prepare bills.
- Ran daily "Out of Stocks" procedures.
- Stocked shelves and mark prices.

Toys R Us

Part-Time Sale Associate

Long Island City, NY

October 2008 – January 2009

October 2007 – January 2008

- Greeted customers and determined their needs and wants.
 - Discussed type, quality and number of merchandise required for purchase.
 - Recommended merchandise based on individual requirement.
 - Advised customer on utilization and care of merchandise.
 - Explained the use and advantage of merchandise to customer.
 - Answered customer's queries and concerns.
 - Assisted in display and price tag of merchandise.
 - Itemized and totaled customer merchandise selection at checkout counter, using cash register for purchase.
 - Stocked shelves and mark prices.
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P&G Wholesale, Inc.

Full-Time Merchandise Handler / Delivery Driver

Elmhurst, NY

June 2000 – September 2007

- Used QuickBooks software to record and collect data into company's computers to keep track of customer's purchase and payments.
- Printed out daily invoices of customer's purchases.
- Prepared daily invoices for delivery.
- Answered phone calls and solved customer's complaints.
- Organized and stocked merchandise on shelf.
- Drove company's cargo van for distributions to customers.
- Loaded and unloaded company's cargo van.
- Assisted company's boss in office and in off-hours from time to time.

EDUCATION

City University of New York

Brooklyn, NY

New York City College of Technology

Bachelor of Technology in Communication Design / Web Design / Graphic Design

September 2010 – June 2013

City University of New York

Manhattan, NY

Borough of Manhattan Community College

Associate in Applied Science / Multimedia Programming and Design

January 2007 – June 2010

References Available Upon Request.
