

# Gilberto Castro

www.vathia.com  
admin@vathia.com  
305.775.0355

## Qualifications

- Very organized; able to multi-task
- Excellent communication skills
- Proper phone etiquette
- Competent typist (52 WPM)
- Multi-color silk screen experience
- Fluent in Spanish

Proficient in:  
Word 2010      HTML  
Excel 2010     CSS  
InDesign CS5  
Illustrator CS5  
Photoshop CS5

## Education

**Florida State University**  
600 W College Ave.  
Tallahassee, FL 32306  
850.644.2525

August 2006 - August 2010  
3.5 GPA  
BA Studio Art  
Minor in Art History

**South Dade High School**  
28401 SW 167<sup>th</sup> Ave.  
Homestead, FL 33030  
305.247.4244

August 2001 - June 2005  
5.406 GPA [weighted]  
Ranked in #6 (of 525)

## Employment

**Robert M. Levy & Associates, Inc.**  
108 E Jefferson St., Ste. B  
Tallahassee, FL 32301  
850.681.0254

March 2008 - September 2009  
Supervised by Lesley Hunt

- Created logos, invitations, stationary and other campaign material for political candidates of various offices throughout Florida.
- Attended and reported on Senate and House committee meetings.
- Scheduled meetings with state and federal legislators.
- Answered phone; managed contacts & mailing system; ran errands; made reservations and purchases; chauffeured clients

**South Dade News Leader**  
205 N Flagler Ave.  
Homestead, FL 33030  
305.245.2311

September 2004 - August 2005  
Supervised by Larry Wiggins

- Designed layouts for advertisements.
- Optimized photos for grayscale and color newsprint.
- Typed legal notices and performed miscellaneous data entry.