

## YOKASTA CASTRO

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### EXPERIENCE

#### ***XYZ Private University, New York, NY***

Safety Representative 07/2012 to 07/2015

- Maintain and monitor regulatory compliance of the university in terms of safety
- Create and maintain databases, spreadsheets, presentations, forms, and signs
- Coordinate meetings, trainings, and seminars

Senior Secretary, VI 08/2008 to 07/2012

- Assisted in the preparation of departmental budget and maintaining a daily revenue control log
- Generated biographical and financial reports to reflect donor contributions
- Coordinated and maintained records of installations of wall signage
- Processed payments, purchase requisitions, bank reconciliations and ordered supplies and other items

#### ***Creative Arts Center, Bronx, NY***

Accounting Intern 10/2011 to 11/2011

- Created check requisitions and printed checks to be distributed to various parties
- Conducted bank reconciliations, by comparing online bank reports with excel spreadsheets
- Generated financial reports, using QuickBooks and Microsoft Office Suite
- Assisted in payroll reporting, audit preparation, and in other related activities

#### ***Four Stars Hotel, Stamford, CT***

Hostess/Greeter 12/2006 to 06/2008

- Answered multi line phones, filed, typed, and entered data in Opera and Open Table Software
- Prepared, on a weekly basis, survey reports on guest experience for management review
- Provided customer service by greeting and assisting guests with seating needs within the restaurant

### EDUCATION

#### ***City University of New York, Bronx, NY***

Master of Science, Business Administration 08/2010 to 01/2012

Major: Finance

GPA 3.93

#### ***Monroe College, Bronx, NY***

Bachelor of Science, Business Administration 09/2006 to 01/2008

Major: Business Management

Minor: Hospitality Management

GPA 3.90

#### ***City University of New York, Bronx, NY***

Associate of Science, Business Administration 08/2004 to 09/2006

Major: Business Management

GPA 3.485

### CERTIFICATES

#### ***H&R Block, Bronx, NY***

Income Tax Preparation 09/2006 to 12/2006

#### ***New York University, New York, NY***

Hotel Operations 06/2006 to 08/2006

### ACHIEVEMENTS & PROFESSIONAL AFFILIATION

President's List 09/2006 to 12/2007

Member, Professional Convention Management Association Student Chapter 09/2006 to 12/2007

Member, Phi Theta Kappa National Honor Society 08/2005 to 09/2006