

Sylvia Castro

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Github: <https://github.com/sylviacastroco>

Portfolio: <https://www.sylviacastro.co>

Objective

To obtain a position utilizing my skills, experience, and excellent work ethic with an employer who expects and rewards exemplary work.

Skills

- Web Development
 - JavaScript Programming
 - Learning Management System
 - Operating Systems
 - Email Development
 - CSS Programming
 - Customer Service
 - Bilingual in English & Spanish
 - HTML Programming
 - Photo Manipulation
 - Project Management
 - 100 WPM
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Professional Experience

Cambridge Business Publishing

Westmont, IL

Web/HTML Programmer

- Developed, tested, and evaluated Moodle based learning management system, making modifications in functionality and design for an improved online learning experience.
- Helped develop training resources including customized instructor course templates to meet specific course requirements.
- Converted content from a variety of formats (PDF, Word, Excel) to HTML, CSS, and JavaScript.

C.H. Robinson Worldwide, Inc.

Chicago, IL

Account Executive

- Handled daily operational functions, customer service, and logistics management of Key-Account manager's accounts.
- Completed rate quotes, oversaw customer shipments and resolved inquiries and complaints.
- Enhanced communication skills and increased logistics knowledge through customer interaction and supplementary trainings.

C.H. Robinson Worldwide, Inc.

Chicago, IL

Receptionist

- Supported sales team members with daily operational functions.
 - Answered a multi-line switchboard directing calls to over 700 employees.
 - Entered high volumes of information into database.
 - Completed a variety of projects for human resources.
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Education and Training

DeVry University, Chicago, IL

Bachelor of Science in Computer Information Systems

Concentration: Web Development and Administration