
Aura M. Castillo

Chino, CA

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Civil Engineering student with 6+ years of experience in increasing revenue flow and offering strong expertise in contract negotiation. Not limited to preparing proposals, facility reports, accounting, and billing to deliver the utmost accuracy and efficiency.

EDUCATION

California State Polytechnic University, School of Engineering

Bachelor of Science in Civil Engineering

Pomona, CA

Expected May 2023

Chaffey Community College

Associates of Arts in Math and Science

Rancho Cucamonga, CA

May 2019

PROFESSIONAL EXPERIENCE

First Quality Painting, Inc

Accounts Receivable/ Payable

Chino, CA

May 2016 – Present

Address optional and contract work with builders and supplier to comply with contract for the billing and job site specifications. Assigned to resolve last minute change order request by builder due to scheduling setbacks or late contract change. Deliver accurate job specifications to Superintendent for production and maintenance. Collect payment and collections from builders according to the job schedule and billing instructions per contract. A costume to different supplier and builder software's such as Hyphen Solutions to help manage streamline building communication, billing submissions, and job schedule.

HONORS AND AWARDS

Peer Mentoring Certificate from New Vision Christian Fellowship Urban Missions

February 2017

SKILLS AND INTERESTS

Languages: English & Spanish (fluent)

Computer Skills: Microsoft Excel, Adobe Suite, QuickBooks, AutoCAD, MicroStation