

Dulce J. Castillo

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EDUCATION

San Jose State University, San Jose, CA
Bachelor of Science, Major: Computer Engineering

Expected Graduation: May 2025
GPA (if 3.0 or over): 3.67

Relevant Courses:

- CMPE 50 - Intro to C++
- CMPE 30 - Intro to C

AWARDS

Peninsula College Fund Scholarship

2021 - 2025

- A four year scholarship recipient of a highly competitive scholarship program focused on empowering first-generation college students to graduate and obtain a job that aligns with their career goals.

SKILLS

- **Microsoft Excel**
- **Google Docs**
- Great time management
- Organized
- Great communication skills
- Fluent in Spanish and English

PROFESSIONAL & LEADERSHIP EXPERIENCE

Mckee Dental Care, San Jose, CA

June 2021 — September 2021

Receptionist

- Scheduled daily appointments for patients using scheduling software
- Organized medical records and verified medical insurance for each dental appointment
- Translated between dentists and patients as needed

Cottie Petrie - Norris Campaign, Orange County, CA

September 2020 — November 2020

Intern

- Participated under the supervision of the intern director to support election efforts to inform the community about State Assembly Cottie Petrie - Norris' vision
- Displayed exceptional customer service while using a talking script through phone calls with 30+ community members a day
- Attended 2 committee meetings weekly to discuss and track progress of roles and accomplishments
- Created bilingual infographics in Spanish and English via Canva to address voter questions and protocol