

# MICHEAL CASTILLO

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## Skills Summary:

- Great communication
- Punctual and reliable
- Quick and efficient in tasks given
- Able to adapt to different work paces and pressures
- Very organized and great with time management
- Positive attitude for a drama free work zone
- Provides excellent customer service
- Able to learn new skills quickly and apply them
- Works well with others

## Education:

- **High School Diploma – Bradshaw Christian School, Class of 2013**
- **Associate Degree Transfer – Consumnes River College**  
-Received Spring 2017
- **Currently attending – California State University, Sacramento**  
-Anticipated to graduate in Spring Semester 2021 with a Bachelors of Fine Arts in Studio Art with an emphasis on Digital Art and Design.

## Work Experience:

### **TK Classics**

Graphic/Web Designer, 08/13/18 - 08/23/19

Duties:

- I took photos of products and used Photoshop to color correct wicker types
- I created sale, new product, and coming soon banners for the company website and vendors
- I placed our furniture in backgrounds such as backyard patios, pool sides, balconies, etc. so that customers could visualize the product in their homes.
- I filled photo requests for other vendors so that they could show new and unique angles for their websites.

Shipping Clerk, 06/21/18 - 08/13/19

Duties:

- I went through all incoming orders and prioritized orders based off of order dates.
- I arranged truckloads of product based on product size and weight and the size of the freight trailers

provided by the trucking company.

-I entered orders into different vendor portals and fulfilled the orders to be shipped out.

## **Shoe Palace**

Sales Associate, 05/2015 - 07/2017

Duties:

-I greeted every customer that came into the store and made sure I was available to everyone needing assistance.

-I provided options for customers based on what style, comfort, and function of shoe needed.

-I was quick and efficient grabbing shoes for customers while providing superb customer service.

-I helped multiple customers at a time and I am able to adjust to busy times.

-I took advantage of down time to recover the showroom as well as the stockroom.

Stock lead, 06/2016 – 07/2017

Duties:

-I unloaded shipments every week and did inventory checks to make sure all product was received.

-I arranged shoes on racks based on brand, style, name, and size.

-I up kept all of the shoes on the racks in the stockroom to make it easier to pick for customers.

-I put away go backs to make sure aisles were clear for sale associates to move quickly through the stockroom.

-I cleaned the stockroom bathroom weekly and swept and mopped the floors of the stockroom.

## **References:**

**Mack Riley** – TK Classics Design Supervisor  
(209)996-8226

**Ryan Dorton** – TK Classics Shipping Manager  
(916)230-3350