MELISSA ALEXIS CASTILLO
9474 Mulberry Path
San Antonio, TX 78251
(210) 379-5426
www.mrscastilloteacher.weebly.com

EC-12 Technology Applications – TExES Scheduled 6/3/11
PPR – TExES Scheduled
ACT San Antonio
80 hours pre-service training, 2 years classroom teaching assistant

Extra-curricular interests: Dance, youth sports, PTA.

EDUCATION

Bachelor of Science degree – May 1998 University of Notre Dame, South Bend, IN
Chemical Engineering, *summa cum laude* honors

High School Diploma – May 1994 Tempe High School, Tempe, AZ
With honors

EDUCATION-RELATED EXPERIENCE

Assistant Computer Skills Teacher, St. Cecilia School August 2009-present
As assistant computer skills teacher, I am responsible to assist in teaching of K4 through 8th grade students two days per week, and independently teach classes three days per week in the computer lab. We teach using Type to Learn, Education City.com, Microsoft Word, Microsoft Power Point, Microsoft Excel, and the internet. I train teachers how to use Engrade.com and Accelerated Math and Reading. I troubleshoot problems with classroom computers and printers.

Substitute Teacher, St. Cecilia School August 2009-present
Substitute teach from one hour to a full day in K3 through 8th grade.

TPAC Class Representative, St. Cecilia School August 2007-present
Work with teachers, parents, and students to coordinate class fundraising events.

Assistant Coach & Assistant League Athletic Director, St. Cecilia School August 2007-present
Assist the team coach at soccer, basketball, and baseball practice and games. I handle all communication and some coordination of registration, uniforms, schedules, and team parties.

OTHER WORK EXPERIENCE

Project Engineer, DPT Laboratories, Ltd. August 1998-May 2007
Wrote process and facilities project Capital Appropriation Requests, including cost, scope, and project schedule documents for a contract pharmaceutical manufacturing facility. Led project teams to design, purchase, install, startup, and test new equipment and facilities.

REFERENCES

Available upon request.