

LESLIE CASTRO

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📁 leslielcastrodesigns.com

Work Experience

2025 – Present Marketing Coordinator, Corcoran Sawyer Smith

- Streamlined marketing request process, improving response time
- Prepare print and digital materials that enhanced open house attendance
- Use graphic design skills for custom designs and maintain company's branding
- Created engaging email campaigns, boosting client exposure

2021 – Present Library Associate, Princeton Public Library

- Answer questions and provide research assistance via the public service desks, phone, and email
- Curated lists of recommended media based on current trends
- Assist visitors with the use of computers, software, and equipment

2022 – 2023 Academic Evaluator, The College of New Jersey

- Updated and maintained accurate academic records for a diverse set of students from various majors
- Evaluated transfer credit reports
- Oversaw and ensured timely processing of diploma orders

Education

Class of 2024

AAS, Advertising & Graphic Design, Mercer County Community College

Class of 2021

BA, Spanish, The College of New Jersey

Skills

- Spanish (Native Speaker)
- Microsoft Office (Expert)
- Adobe Illustrator (3 years)
- Adobe Photoshop (3 years)
- Adobe InDesign (2 year)
- Figma (Beginner Proficiency)