

# Pavel Castro

West Sacramento, CA 95605 | +1 (916) 500-2251 | pavelcastro63@gmail.com

## Education

Sacramento City College | Sacramento, CA  
Associate of Arts, Liberal Arts

June 2025

## Work History

Computers 4 Kids | West Sacramento, CA

### Computer/Office Technician

January 2024 – Present

- Provide administrative support to staff, such as data entry and scheduling
- Complete set up and software installation on clean computers
- Document computer details including make, model, and specifications
- Collaborate with team members on imaging computers, providing mutual support

Muscle Systems | West Sacramento, CA

### Service Staff

February 2022 – May 2022

- Responsible for leading the gym sanitation and cleaning process twice per week
- Responded to inquiries and provided information to staff and clients
- Followed and maintained a safe environment during the pandemic

Bolt Diesel | Woodland, CA

### Front Desk Representative

March 2020 – February 2022

- Answered phones and addressed customer inquiries.
- Scheduled and managed appointments to ensure efficient service.

## Volunteer

River City High School | West Sacramento, CA

### Volunteer

August 2018 – June 2019

- Collaborated with school administration and law enforcement agencies to determine the student conduct process
- Created a secure educational environment

## Skills

- Typing Certificate of 44 WPM
- Windows OS Proficiency
- Software: Fusion, OpenBook
- Pearl Portable Reading Camera
- Braille Sense 6
- Victor Reader
- SensePlayer Book Reader
- Customer service
- Kurzweil 1000
- Time management
- Problem solving skills
- Strong research skills
- Collaborative
- Ability to work independently
- Organized and detail-oriented