

Reynaldo Castillo Robles

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Resume

Teaching Philosophy

A teacher at heart needs only a supportive environment to help students find their own education. A teacher teaches the meaning of why and inspires everyone to ask why. A teacher finds yesterday always exciting, tomorrow often challenging, and today grateful to be a teacher.

Teaching Experience

Texas State Technical College
Instructor/Assistant Program Chair
Business Office Technology (BOT)

Harlingen, Texas
2001-Present

- Assist curriculum articulation with other colleges and high schools.
- WebCT and Blackboard lead instructor-coordinate all efforts to incorporate into courses.
- Web Contact Person—Responsible for improving and maintaining the basic information on the BOT website.
- New Student Advisor—Advise students on their course work and program choice.
- BPA Advisor—Help guide and suggest projects current Business Professional of American, as well as prepare students for competition.
- Skills USA-VICA Advisor—Coach students to compete in Customer Service for BOT.
- Conduct instructor and lab assistant evaluations on an annual basis.
- Responsible for department budget and purchases.
- Recognized for Excellence in Teaching in 2003 by Faculty and Staff Recognition Committee.
- Oversee all adjunct faculty for BOT.

Horizon Youth Service Center
Prevention Educator

Harlingen, Texas
2000-2001

- Traveled throughout Cameron and Willacy Counties teaching resiliency skills to youths between the ages of 6-18.
- Implemented the Rainbow Days curriculum for a 12 week program.
- Evaluated the results of the curriculum with a pre and post test.
- Recommended individuals to specific organizations for further counseling or advising.
- Networked with local community organizations to provide better services for students.
- Developed a series of presentations on drugs for schools and local organizations.

Valley High Charter School
Social Studies/Business Skills Teacher

Harlingen, Texas
1999-2000

- Carried the general teaching load in social studies and business skills.
 - World History
 - Geography
 - Economics/Government
 - Texas History
 - Accounting I
 - Retailing
 - Intro Management
- Founded the first business club for Valley High—Students In Free Enterprise.
- Developed lesson plans, tests, activities, and research papers for social studies and business skills.
- Organized the schools first field trip.

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Business Background

Independent Bookkeeper Owner

Raymondville, Texas
1997-Present

- Analyzed and recorded daily transactions using Peachtree.
- Helped develop an effective inventory control process.
- Collected sales tax information and completed state tax forms.
- Generated Schedule C for individual's income tax.
- Developed and processed payroll information.
- Completed all payroll forms including initial EIN to W-3.
- Completed and filed Texas payroll forms.
- Prepared monthly bank reconciliations.
- Molina Hauling San Benito, Texas 2004—2005
- Martinez Trucking Harlingen, Texas 2003—2004
- Veterans of Foreign Wars Auxiliary Raymondville, Texas 1999--2002

Target

Harlingen, Texas
1995-1999

Sales Floor Representative

- Winter Quarterly Hero 1996; highest sales in district.
- Cross-trained in logistics, customer service, and food center.
- Worked independently stocking afternoon outages.
- Trained and guided new employees on sales floor and in Christmas Tree Lot.
- Received merchandise from vendors on special instances.
- Answered questions and provided information as operator.

Education

Master of Business Administration

Brownsville, Texas

University of Texas at Brownsville/Texas Southmost College

- 18 hours concentration in Business Administration courses (BUSI)

Bachelor of Arts

Edinburg, Texas

University of Texas Pan American

Major: Economics / Minor: English

- Dean's List Spring 1998
- Dean's List Fall 1999
- Active member of Students In Free Enterprise

Accounting Software

QuickBooks 6.0/2004 Pro Accountant Edition

Peachtree Professional 8.0/2003/2004 Professional Accountant Edition

Productivity Software

Microsoft Windows XP/00/95

Microsoft Office XP/00/95

- ▲ Excel
- ▲ Windows
- ▲ Access
- ▲ PowerPoint
- ▲ FrontPage
- ▲ Publisher

Microsoft Money Basic

WordPerfect 10/11