Wilbert C. Castillo

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2017
Major: Accounting and Management Information Systems
GPA: 3.44 | Dean's List, Fall 2013, Spring 2014

EXPERIENCE:

Eden's Corporation, Philadelphia, PA   January 2015 to Present

Ticket Agent – Septa Suburban Station
- Provide quality customer service to more than 200 customers per day and process transactions averaging $15,000 per week on during the month and $19,000 per day on months end.
- Assess personal inventory count.
- Complete weekly revenue and inventory accountability paperwork.

Accounting Intern
- Perform Bank Reconciliation regarding SS United States Conservation Accounts.
- Analyze Ticket Agent revenue accountability paperwork and generate reports regarding Agent overage and shortage.

McDonald's Corp., Philadelphia, PA

June 2011 – December 2014

Crew, Service
- Provide quality customer care to more than 150 customers daily and process cash transactions averaging $20,000 per week
- Exceed sanitation maintenance standards.
- Perform extensive use of Point of Sale systems.
- Ensure superior preparation and delivery of sales products to maximize customer satisfaction

Stradley, Ronon, Stevens and Young LLP, Philadelphia, PA

Summers 2012 – 2014

Intern, Temp, Billings: Accounts Payable and Accounts Receivable
- Worked directly with Controller to search for inconsistencies in accounting records.
- Performed projects for CFO leading to winter temp position after summer internship.
- Assisted in internal audit for tax dispute.
- Organize, process and enter Accounts Payable data through Elite Enterprise System.
- Organize, process, edit and ship bills for Accounts Receivable.
- Produced and edited excel worksheets recording organization and employee expenses in a timely manner.

SKILLS & LANGUAGES:
- Thomas Reuters Elite Enterprise Experience
- SAP Trained
- Trained in Microsoft Office Applications
- Fluent in English and Tagalog

U.S. Citizen