

De' Chanel Bailey Castillo

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PROFILE

Highly driven and diligent professional drawing upon three years of experience in office administration. Technologically savvy and goal-oriented to help organizations thrive. Skilled in prioritizing and completing tasks efficiently.

KEY SKILLS

- Typing (80 WPM)
- Professional in basic office software packages (Word, Excel, SharePoint etc.)
- Familiar with HTML/CSS/Java/C++

EDUCATION

Delaware County Community College

AAS – Information Technology/Computer Programming

GPA: 3.70

Media, PA

Dec 2020

Villanova University

BIS – Information Systems and Technology

Minor – Cybersecurity

Villanova, PA

May 2022

PROFESSIONAL EXPERIENCE

Internal Revenue Service

Office of Chief Counsel

Legal Assistant

Philadelphia, PA

Aug 2019 - Present

- Perform routine administrative work such as but not limited to: scanning, copying, preparing letters and memoranda for distribution, e-filing, tax court processing, and case closing.
- Preparing databases for developing projects to maintain its record and updating them regularly
- Prepare and assemble documents, including necessary transmittal forms and envelopes, in accepted office format for mailing, submission to court, or as otherwise directed.
- Reviews outgoing legal correspondence and documents to ensure proper signature and conformance to style and format required.

Internal Revenue Service

Tax Examining Clerk

Philadelphia, PA

Jan 2019 – Aug 2019

- Editing codes, correcting taxpayer figures, and prepare tax documents for input
- Recognize indications of rejected tax forms, make determinations and use sound judgement concerning taxpayers' data and responses.
- Generated the necessary correspondence needed for clarification from schedules, signatures

Parkway Central Library
Central Public Services Division
Administrative Assistant

Philadelphia, PA
Oct 2018 – Dec 2018

- Modified documents to help employer's decisions on company improvements.
- Assisted with event planning, including associated travel and logistical arrangements.
- Reviewed and updated client correspondence files and scheduling database.
- Provided administrative and secretarial support and assistance to the Chief and/or Assistant Chief of

Reliable – Bennett Bricklin and Saltzburg
Office Assistant

Philadelphia, PA
Mar 2017 – Sept 2018

- Managed reception activities, including greeting visitors, answering phones and maintaining organized front desk
- Ordered and distributed office supplies while adhering to fixed office budget.
- Executed billing tasks and recorded information in company databases.
- Participated in marketing, outreach and other visibility efforts
- Coached new employees on administrative procedures, company policies and performance standards.