

# De' Chanel Bailey Castillo

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## PROFILE

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*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

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

## EDUCATION

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### **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

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### **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.