

# KAITLYN KALEIKAUMAKA CASTRO

392 N. Vineyard Boulevard #B35 Honolulu, HI 96817. (808)590-0829.kaleicastro@gmail.com

## **Education:**

Recording Connections-*Certified Audio Engineer* *June 2013-February 2014*  
Honolulu, HI 96819

Ke Kula Kaiapuni o Anuenue-*High School Diploma* *August 2000-May 2013*  
2528 10th Avenue  
Honolulu, HI 96816-3031

## **Work Experience:**

Hui Ku Maoli Ola-Nursery Worker Kaneohe,HI *September 2013-Present*  
Aloha Key Awards & Gifts –Sales Associate Honolulu,HI *August 2011-April 2012*  
Department of Human Services-Intern Honolulu,HI *June 2010-July 2010*

## **Volunteer Experience:**

Anuenue Football Beach Clean Up- White Plains Beach *August 2012*  
Ke Kula Kaiapuni o Anuenue-Graduation *May 2012*

## **Skills:**

### *Customer Service*

- Fluent in Hawaiian language
- Assisted with customers through phone as well as face-to-face
- Always took the extra step to ensure customer satisfaction
- Fast, consistent, and efficient pace to keep up with high demand of customers
- Cash, Check, and EFT knowledge

### *Administrative*

- Multi-Line Phone Skills
- Ordering and Stocking experience
- Filing and Organization Skills
- Computer proficiency
- Basic Math Skills

### *Mechanical*

- Basic carpentry tools knowledge (hammer, screwdriver,sander,saw)
- Experience with working with wood
- Previous experience and knowledge with sanding (by hand and machine)
- Previous experience and knowledge with native Hawaiian Plants
- Previous work and knowledge of a lo'i
- Bobcat experience

## **References:**

*Availiable upon request*