

RICARDO CASTRO

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OBJECTIVE A summer internship in public affairs. Special interest in the federal government.

QUALIFICATION HIGHLIGHTS

- Strong written and oral communication skills with two years on forensics team.
- Ability to establish rapport with people easily and make skillful presentations.
- Experience as coordinator of a variety of campus events.
- Fluent in Spanish; conversational ability in French and Italian.
- Proficiency in MS Word and PowerPoint; experience in Excel.

EDUCATION Junior, **Speech Communication** major. Expected graduation December 2002
George Mason University, Fairfax, Virginia, Major GPA 3.0

Course work includes: Interpersonal, Non-Verbal, and Male-Female Communication; Persuasive and Expository Speaking, Communication in Problem-Solving Groups, Writing for Business, and French Language and Culture.

EXPERIENCE **GEORGE MASON UNIVERSITY, Fairfax, Virginia**
Vice President, Student Government, October 2000-August 2001

- Supervised four committees totaling more than 80 members.
- Conducted weekly meetings for both chairpersons and committee members.
- Planned the orientation schedule and activities for new leaders.
- Led daily training sessions during orientation week for newly elected committee members.
- Served as liaison among the students, staff advisors, and Dean of Students.

Career Assistant, University Career Services, September 1999- September 2000

- Responded to phone inquiries from students, employers, and faculty regarding career counseling appointments, job listings, cooperative education, and various other services provided.
- Scheduled appointments for 12 staff members via GroupWise calendar system.
- Accurately entered job listings into database for student access via the Internet.
- Compiled job listing information for use by counselors in class presentations.

LEADERSHIP ACTIVITIES & HONORS Campus Ambassador and Tour Guide for Admissions Office, 1999-present.
Activities Reviewer for the **Broadside** student newspaper 1999-present.
Received the George Mason University President's award for Outstanding Leadership and Service, 1999.

Student Government Representative for Sophomore Class, 1998-1999.

Rush Chairperson, Alpha Beta Fraternity, Spring 1998.

Enjoy soccer, reading mysteries, writing poetry, visiting museums, and camping.