

Dorothy Castronovo
1168 Sandalwood Lane
Crystal Lake, IL 60014
773/ 671-8592
DM-Castronovo@wiu.edu

Objective: To secure a position in a well established organization with a stable environment that will lead to a lasting relationship in the company.

Education: Western Illinois University, Macomb, IL 61455
B.S. Law Enforcement and Justice Administration,
Psychology and Sociology Minor, Graduated: May 2014;
Grade Point Average 3.55/4.0

Professional Experience:

Internships:

Dardis Academy, Illinois, May 2014- July 2014. The program provides executive training from world class instructors, hands on experience for sales, and challenges the students to use the marketing and sales techniques they learn during the training in real world situations.

Macomb City Attorney, Macomb, Illinois, January 2013- May 2014. Areas of exposure included hands-on experience with contracts, ordinances, court procedures, investigating cases, answering phones, and contacting offenders.

Crystal Lake Police Department, Crystal Lake, Illinois, January 2011- May 2011. Completed Citizens Police Academy; Areas of exposure included hands on experience with one on one role playing in every field such as; patrol, investigations, and 911-operator (etc). I learned about each branch of the department and was exposed to their knowledge with hands-on activities.

Work

Experience: ***Bar Tender***, Ritz, Macomb, IL (Aug.13'-May 14')

- Excellent memory.
- Fast-paced.
- Spectacular communication skills.

Group Fitness Instructor (Zumba), WIU (January 12'- May 14')

- Responsible to run and organize the class.
- Need to have good memory skills.
- Need to have good be extroverted when instructing individuals.

Day Care Assistant, Cary, IL (August 06'- May 14')

- Be patient and understanding.
- Be able to communicate with children and parents.
- Think on your feet with extracurricular activities.

Western Emergency Medical Services, WIU (August 12' - Dec. 13')

- Responsible for emergency and crisis situations.
- Excellent communication skills with different groups of individuals.

Honors: College of Education and Human Services Dean's List for Distinctive Scholars, 2011 through 2014.

Activities: -McHenry County Softball (2010- 2011)

-Secretary of Investigators Club at Western Illinois University

- Concert Safety Corporation at Western Illinois University
- Marketing Club
- Volunteered; Color Craze Run

References: Available on request