

AURA CASTILLO

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EDUCATION

University of Florida, Warrington College of Business
Bachelor of Arts in Business Administration, International Studies

May 2028
Gainesville, FL

St. John's University
UF in Rome Exchange Program

January 2025 - May 2025
Rome, IT

WORK EXPERIENCE

Monarch Gainesville

August 2025 - December 2025

Community Assistant, Leasing Office

Gainesville, FL

Monarch, managed by Asset Living, provides apartment housing focused on leasing, community, and property operations.

- Delivered front-line resident and prospect support that strengthened customer experience and contributed to achieving 70% leasing prior to year-end, while coordinating service requests and office communication
- Worked alongside a 9-member leasing team to prepare for tours, lease signings, and renewals, helping facilitate approximately 10 tours weekly and ensuring smooth daily operations within a large student community
- Executed leasing outreach through daily prospect calls, follow-up emails, and guided property tours, supporting application approvals and lease generation using Entrata while assisting 20–30 residents per shift

Alachua Habitat for Humanity

September 2024 - December 2024

Clerical Intern

Gainesville, FL

Alachua Habitat for Humanity is a nonprofit organization focused on affordable housing and community support.

- Oversaw sensitive family documentation for at least 8 concurrent builds, maintaining precise and confidential records to support timely project execution while upholding strict confidentiality and process accuracy
- Supported internal operations by preparing materials for weekly team meetings and coordinating housing project files, ensuring accurate documentation and consistent cross-team communication across internal teams
- Improved office workflow by organizing physical and digital intake materials, preparing mailings, and standardizing document setup to support efficient family intake processes through structured Excel documentation

LEADERSHIP & INVOLVEMENT

Swamp Records

August 2025 - Present

Business Team

Gainesville, FL

Student-run record label at the University of Florida focused on artist development, live events, and music business.

- Conducted sponsorship outreach to 15+ local businesses, executing 2–3 follow-up touchpoints per prospect to maintain engagement and build long-term partnership potential for future fundraising initiatives
- Represented the organization at # tabling events per semester, engaging with 100+ students to increase brand awareness, promote events, and drive campus involvement during key recruitment periods
- Designed and launched a structured Google Form and tracking dashboard to centralize 20+ sponsorship leads, improving internal visibility and fundraising coordination across the Business Team

Jacksonville Symphony

September 2020 - July 2024

Volunteer Usher

Jacksonville, FL

Jacksonville Symphony Orchestra provides live symphonic music performances to the community.

- Served as Lead Usher, supervising and coordinating a team of approximately 10 other ushers per performance to ensure seamless concert operations and a high-quality audience experience during live symphonic performances
- Supported operations across 2 concerts per month during the regular season, assisting 800+ attendees per performance by distributing programs, coordinating seating logistics, and maintaining efficient entry and exit flow

ADDITIONAL INFORMATION

Awards: AP Scholar with Honor

May 2023

Language: English (fluent), Spanish (Bilingual proficiency)

Interests: Piano (Two-Time 1st Place State Piano Quartet Competition Winner), Traveling

Skills: Excel (Pivot Tables, Data Analysis ToolPak), Data Tracking, Reporting & Documentation