

Jaron Castilleja

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SUMMARY Seeking a Salesforce Administrator role with 10+ years database, software development, and CRM experience, including system architecture and Salesforce administration at NPower. Salesforce overhaul and change set deployment, flow automation, APEX/SOQL are strengths; also adept at integrating 3rd party tools and developing custom software solutions. Proven track record enhancing data integrity and UX. I excel at leveraging my analytical skills for tech stack optimization.

WORK EXPERIENCE	NPower	Brooklyn, NY, USA
	<i>Senior Salesforce Administrator, Systems Architect</i>	Jun 2022 - Feb 2024
	<ul style="list-style-type: none">• Further ensured data integrity and dashboard accuracy through an innovative use of rollups and metadata.• Evaluated every field and formula in Salesforce to enhance existing automations.• Developed and executed a comprehensive training program for a new Salesforce Administrator, facilitating effective knowledge transfer and system management	
	<i>Salesforce Administrator</i>	Jun 2020 - Jun 2022
	<ul style="list-style-type: none">• Championed and completed the integration of a cost-effective third-party solution for data integrity.• Engineered custom Salesforce Apex applications to automate routine processes, contributing to operational productivity.• Scouted, implemented, managed, and improved the backend of every integration pushing data into Salesforce.	
	<i>Systems Data Analyst (Salesforce Administrator)</i>	Jul 2019 - Jun 2020
	<ul style="list-style-type: none">• Utilized large data sets in Salesforce and Excel to consolidate internal KPIs and enhance reporting infrastructure• Improved data hygiene by designing and implementing validation rules and automations within Salesforce.• Ensured user ability to quickly find and manipulate relevant data with Salesforce custom reports and dashboards.• Worked with every team and department to produce ad hoc reports to support day-to-day operations.	
	Relay Graduate School of Education	New York, NY, USA
	<i>Coordinator of Student Financial Services</i>	Dec 2017 - Jul 2019
	<ul style="list-style-type: none">• Managed project lifecycle, including proposal, design, and execution, ensuring data integrity through meticulous consolidation, tracking, and reporting processes.• Administered the distribution of hundreds of thousands of dollars in federal aid funds, maintaining compliance with regulatory requirements and facilitating accurate disbursement each academic period.	

- Developed custom reports to enhance data auditing and analytics, streamline processes, and improve student communication by utilizing platform interfaces and SQL queries.

EDUCATION	The University of Kansas	Lawrence, Kansas, USA
	M.A., Slavic Languages and Literature	May 2014
	The University of Texas at Austin	Austin, Texas, USA
	B.A., Russian Language	May 2010

CERTIFICATIONS	Salesforce Certified Administrator, Salesforce	Jun 2024
	Essentials of Project Management for the Non-Project Manager, American Management Association	Dec 2019

SKILLS	Salesforce • Soql • SQL • Software Engineering • Customization and configuration • Problem-solving • Stakeholder engagement • API integration • Python • Web Development • Salesforce Configuration • CRM Best Practices • Data Management • Workflow Automation • Apex and Visualforce Knowledge • Project Management	
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