

## SAMANTHA CASTILLO

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### EDUCATION

#### HARVARD LAW SCHOOL, J.D. candidate, June 2010

Activities: Harvard Real Estate Association, Speakers Chair  
Harvard Law Entrepreneurs, Director of Public Interest Programs and Events  
Harvard Law School Student Government, 2L Representative  
2008 Public Interest Auction, Faculty Committee Chair

#### HARVARD UNIVERSITY, B.A. *magna cum laude* in History and Literature, Spanish Citation, June 2004

Honors: The David Rockefeller Center, Real Colegio, and The Center for European Studies thesis grants  
Harvard College and Elizabeth Cary Agassiz Scholarships  
Dunster House Prize, for leadership and house spirit

Activities: Pedagogy Committee of Curricular Review  
Harvard College Fund, Senior Gift House Chair

Thesis: *In His Time: Ernest Hemingway, the Spanish Civil War, and the 1930s*

Study Abroad: New York University, Madrid, Spain, Summer 2001

### EXPERIENCE

#### UNITED STATES ATTORNEY'S OFFICE, New York, NY

*Southern District, Criminal Division, Violent Crimes Unit*

Summer 2008

Worked on successful four-defendant murder trial involving narcotics conspiracy. Researched and drafted legal memoranda for pre-trial motions and on evidentiary issues. Observed courtroom proceedings. Reviewed trial records and transcript. Researched case law on murder motives and found Second Circuit opinion that was incorporated into jury instructions. Helped write facts section of appellate brief. Drafted government's brief in response to *habeas corpus* petition in narcotics case.

#### HARLEM SUCCESS ACADEMY CHARTER SCHOOL, New York, NY

*Director of Instructional Development*

2006-2007  
While not common, headings like these can help organize a description with many varied parts.

##### School Culture, Policies, and Operations

Member of six-person start-up team that opened elementary charter school in eight months for 155 students. Authored school policies and co-designed implementation systems. Requested material changes to charter. Managed staff.

##### Faculty Recruitment and Training

Executed strategy for highly competitive faculty recruitment. Orchestrated three-week faculty orientation for 14 founding faculty members. Wrote 30-page teacher manual. Monitored staff development and oversaw certification.

##### Instruction and Reporting

Supervised in-house curricula development. Led initiative to increase nightly reading by 60%. Monitored assessments to target instruction. Oversaw intensive tutoring program. Coordinated special education services and compliance.

#### NEW YORK CITY COUNCIL MEMBER EVA MOSKOWITZ, New York, NY

*Education Policy Analyst for Eva Moskowitz, Chair of the New York City Council Education Committee*

2005

Managed heavy caseload that included school placement and safety issues. Maintained 24-hour response time. Submitted information requests and prepared briefing papers for hearings. Organized forums and negotiated with advocacy groups.

#### EVA MOSKOWITZ FOR MANHATTAN BOROUGH PRESIDENT, New York, NY

*Volunteer Coordinator*

2005

Led parent outreach effort and directed five-day blitz at 20 politically strategic schools for Democratic primary campaign.

### LANGUAGES/PERSONAL

Fluent in Spanish (native). Interests include Vinyasa yoga, new restaurants, and urban development. Travel in Europe, South America, and Asia. Harvard College Fund Associates Committee.

If space is an issue, and your language skills are not critical to your application, you can group these attributes. Be sure to keep your writing concise.