



## Don Castillo

### Qualifications Summary

Don has over 20 years of experience in private and public accounting within the business services, healthcare, and aviation industries, and has been successful in streamlining processes to help clients save money and operate more efficiently.

### Core Expertise

Accounts Payable • Accounts Receivable • Bank and Credit Card Reconciliations • State & Federal Payroll Tax Returns • City & State Excise Returns • Income Tax Returns • Balance Sheets • Income Statement • Budget Preparation & Analysis • Financial Statements & Projections • Journal Entries • Inventory Management • Cash Flow Management

### Professional History

ASP	Consultant	2021 – Present
Banes Horey Berman & Miller LLC	Accountant	2020 – 2021
Marianas Healthcare Services, Inc.	Accounting Manager	2017 – 2020
Precision Medical Imaging, LLC	Accountant	2011 – 2017
St. Joseph’s Medical Transport, LLC	Accountant	2011 – 2017
Star Marianas Air, Inc.	Accountant	2008 – 2011
Taga Air Charter Service, Inc.	Parts Manager/Accountant	2005 – 2008
Pacific Island Aviation, Inc.	Accountant	1994 – 2005
Caucasus Airlines	Accountant	2002 – 2004
Pacific Accounting Services, Inc.	Accountant	1992 - 1994

### Accomplishments

- Prepared year-end financial statements, schedules, and documents for external audit.
- Redesigned and updated financial statements.
- Set-up the accounting system of Caucasus Airlines to conform with parent company accounting policies.
- Organized feasibility study and pertinent reports, documents, and schedules for OPEC application with a successful approval of a \$4M loan.
- Prepared financial reports for NMPASI (Northern Marianas Protection & Advocacy System, Inc.) to comply with the US Federal government specific regulations and limitations.

### Education

- Bachelor of Science in Commerce – Accounting, University of Nueva Caceres, Philippines

### Software

- QuickBooks Pro Online, QuickBooks Pro Desktop
- Peachtree, Infinity and ACCPAC.
- Microsoft Office Suite