

# HELEN A. CASTRO

*Passionate, Inquisitive, Dedicated Communications Specialist/Editor/Writer*

[helen.castro@rutgers.edu](mailto:helen.castro@rutgers.edu)

732-841-6795

[www.linkedin.com/in/helen-jenkins-castro-/](http://www.linkedin.com/in/helen-jenkins-castro-/)

## SUMMARY

My focus is on bringing people together through the strategic use of communication that fosters greater understanding among the world's diverse peoples. I believe in taking a collaborative approach to solving problems, recognizing and appreciating the potential in everyone. I have strong analytical skills and a passion for delving deep into topics that interest me, deploying my skills to impact policy at a substantive level.

## EXPERIENCE

*Journal of Studies on Alcohol and Drugs*

Rutgers Center of Alcohol Studies, Piscataway, NJ

### Senior Manuscript Editor

2011 to present

- Edit peer-reviewed articles for print and web for a bimonthly substance use journal.
- Conform to house and APA style and ensure clarity and technical accuracy.
- Represent the journal at professional conferences and exhibits, resulting in as much as a 31% increase in article submissions to the journal.

*Spectroscopy*

Advanstar Communications, Iselin, NJ

### Managing Editor

2006 to 2009

- Edited articles for a monthly scientific journal and communicated with authors on content, deadlines, and contracts.
- Collaborated closely with production department on final layout of the journal.
- Wrote preview articles for scientific conferences on conference events and locations.

Bristol-Myers Squibb Company, New Brunswick, NJ

2004 to 2006, 2010 to 2012

### Senior Proofreader

- Proofread technical physician and patient information inserts, drug cartons, and drug labels.
- Ensured consistency, accuracy, and compliance with regulatory requirements.
- Mastered multi-lingual pharma vocabulary: Spanish, French, and Portuguese.

### Freelance Editing

2000 to present

- Apply language expertise to prepare scientific research papers from non-English-speaking authors for submission to academic journals, editing for content and clarity.

## EDUCATION

Rutgers, The State University of New Jersey, New Brunswick, NJ

May 2019

Master of Communication and Media

Rowan University, Glassboro, NJ

BA: English and Communications, Graduated *cum laude*

## RELEVANT COURSE WORK

- |                                    |                                       |                             |
|------------------------------------|---------------------------------------|-----------------------------|
| • Organizational Communication     | • Critiquing Marketing Communications | • Digital Media Production  |
| • Dynamics of Global Organizations |                                       | • Public Relations Strategy |

## STRENGTHS

Writing and Editing  
Proficient in Chicago, APA, AMA Styles  
Intellectual Curiosity

Subject Research  
French (written)  
Empathy

**PORTFOLIO:** <https://helenjenkinscastro.wixsite.com/portfolio>