



Yvonne Castillo  
Senior Office Associate

(979) 862-3018  
ycastillo@tamu.edu

.....

Yvonne Castillo is a Senior Office Assistant for Texas A&M Technology Commercialization (TTC). She assists in the processing of Invention Disclosures to ensure all invention disclosures are complete, sends new disclosures to export control for review, and maintains the export control document tracking spreadsheet. She informs inventors and stakeholders of new disclosure assignment and other relevant information.

Yvonne coordinates the assignment and declaration of inventions with the associated inventor(s) for signature and confirms the law firms receipt in a timely manner; she audits legal invoices to verify rates, attorneys, paralegals, and partners listed in the attorney contracts for compliance.

Yvonne creates new disclosure records, adds, and updates company and people records into the TTC database as it pertains to the invention disclosure process. She assists with incoming and outgoing files and maintains several spreadsheets for tracking purposes. Yvonne is also responsible for the process of closing intellectual property related files internally.

Yvonne has been working with TTC since September 2014 and previously worked for the Texas A&M Admissions office for 10 years.