

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

Experienced administrative professional with seven years of experience in an educational setting. Seeking a position as a school secretary to utilize my office management expertise and quick problem-solving.

## Experience

### Administrative Assistant - Lewis and Clark Middle School/ Location

MONTH 2015 - 2023

- Managed student records while maintaining confidentiality.
- Coordinated staff meetings, parent-teacher conferences, and school-wide events.
- Handled incoming calls and email correspondence.
- Assisted students and parents with inquiries and concerns.
- Monitored and ordered office supplies.

### Receptionist - Sacajawea Elementary School / Location

MONTH 2012 – MONTH 2015

- Assisted parents, students, and visitors at the front desk.
- Answered phone calls and emails, providing information and assistance as requested.
- Prepared daily announcements and attendance reminders.
- Coordinated with other schools to send and receive student records using scanners, fax machines, and copiers.
- Performed general clerical duties to support administration.

### Project Experience

- Facilitated the transition from paper to digital student records, ensuring data entry accuracy and appropriate categorization.
- Trained office staff on the new system.
- Assisted in developing appropriate security protocols for data security.

## Education

### Certified Administrative Professional - Raritan Valley Community College

MONTH 2012

- GPA: LIST
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Proficient in Microsoft Office Suite, eSchool Attendance Systems, and digital file management
- Excellent interpersonal and professional communication
- Patient and empathetic
- Data entry
- Knowledge of enterprise-level office machinery

## Licenses & Accreditations

### Licenses & Accreditations

- [Certified Educational Office Employee](#) (CEOE), National Association of Educational Office Professionals (NAEOP)
- Notary Public Certification (NPC), National Notary Association (NNA)