
Academic Secretary Resume

Job Objective

To obtain an Academic Secretary position in a company that provides an open environment with many opportunities for continuous growth.

Highlights of Qualifications:

- Highly experienced in providing office administrative and secretarial services in an academic setting
 - Profound knowledge of record keeping principles and filing systems
 - Outstanding knowledge of using Microsoft Office software, database, and internet
 - Familiarity with writing and editing official correspondence and reports
 - Ability to interact with school staff, management, students and vendors, positively
 - Ability to maintain confidentiality of school information and activities
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Professional Experience:

Academic Secretary
Loras College – Dubuque, IA
August 2012 – Present

Responsibilities:

- Answered phone inquiries and responded to information requests from students upon arrival.
- Handled, processed, and completed requests for books, inventory requisition, and academic information.
- Supervised student admission process and organized interviews of prospective students.
- Planned, scheduled, and coordinated department meetings, trainings, and workshops.
- Received, copied, and dispatched department mail to intended recipients.
- Updated and maintained academic calendar, schedule databases, and records.

Academic Secretary
Teachers College Columbia University – New York, NY
May 2009 – July 2012

Responsibilities:

- Received, responded, and routed incoming calls, messages, and emails to appropriate personnel.
 - Welcomed visitors and scheduled appointments as requested.
 - Operated and maintained recordkeeping system and other office machinery.
 - Composed and edited study timesheets, course materials, and office letters.
 - Reviewed and documented student examinations and quizzes, properly.
 - Supported and coordinated student organized events and campus programs.
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Education:

Bachelor's Degree in Higher Education Administration
Immaculata University, Immaculata, PA

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