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## Assistant Principal Secretary Resume

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### Job Objective

Seeking a position as Assistant Principal Secretary in a reputed organization where I can utilize my knowledge and experience.

### Highlights of Qualifications:

- Highly experienced in managing and executing clerical and secretarial tasks
- Profound knowledge of office procedures, recordkeeping methods and telephone etiquette
- Outstanding knowledge of report writing and book-keeping practices
- Proficient in operating standard office equipment and telephone switchboard
- Ability to manage and protect confidential information, in an efficient manner
- Ability to interpret and comply with all applicable government regulations

### Professional Experience:

Assistant Principal Secretary  
GAP Solutions, Inc., Antioch, IL  
August 2012 – Present

### Responsibilities:

- Received and responded to information requests from various callers, efficiently.
- Welcomed and interacted with all walk-in students, parents, and visitors, in a polite and helpful manner.
- Scheduled appointments and maintained meetings calendar for assistant principal.
- Sorted, processed, and delivered all letters, emails, and memos to appropriate personnel.
- Prepared, maintained, and updated all student records and institution's website.
- Implemented and followed school district's policies and procedures, as applicable.

Assistant Principal Secretary  
Kelly Services, Antioch, IL  
May 2009 – July 2012

### Responsibilities:

- Handled and answered all information-related queries from staff, students, and parents.
- Arranged, scheduled, and coordinated various meetings, workshops, and events.
- Prepared and maintained school event calendar, bulletins, student records, and related reports.
- Operated and maintained office equipments and filing systems, properly and efficiently.
- Oversaw and assisted with disciplinary activities and student detention activities.
- Interpreted and complied with established financial and administrative regulatory requirements.

### Education:

Bachelor's Degree in Land Economics  
Middlebury College, Middlebury, VT

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