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## Athletic Secretary Resume

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### Job Objective

Seeking an Athletic Secretary position in a company where my skills and knowledge can be used and enhanced to the fullest.

### Highlights of Qualifications:

- Extensive experience of providing secretarial and office administration support to athletics department
- Sound knowledge of standard office practices, procedures and equipments
- Commendable knowledge of report writing, record keeping and file management
- Familiarity with using computer, database, MS Word and MS Excel
- Ability to solve mathematical problems and conduct athletic-based assessments
- Ability to protect and preserve confidentiality of sensitive information

### Professional Experience:

Athletic Secretary  
Lake Ridge Schools, Gary, IN  
August 2012 – Present

### Responsibilities:

- Received, screened, and responded to all incoming calls, mails, and messages.
- Scheduled and prepared for meetings with coaches, and other departmental meetings.
- Reviewed and revised schedules for athletic events, to maintain institution's calendar.
- Contacted and liaised with sporting good vendors, ticket sellers, and field workers.
- Monitored and maintained all inventory of office machinery, medical supplies, and sports equipments.
- Collected, verified, and processed various forms from all athletes.

Athletic Secretary  
Edison Learning, Inc., Los Angeles, CA  
May 2009 – July 2012

### Responsibilities:

- Prepared team rosters, sports schedules and assisted with arranging transportation.
- Supported and assisted coaches, athletes, and sponsors in obtaining required certifications.
- Ordered and maintained all office supplies, uniforms, and equipment for coaches and athletes.
- Hired and directed workers for all athletic events, as needed.
- Obtained and uploaded game scores, team photos, and official staff information on institution's website.
- Created and maintained financial records, work reports, office correspondence and athletic files, correctly.

### Education:

Bachelor's Degree in Sport Management  
Wade College, Dallas, TX

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