
Attendance Coordinator Resume

Job Objective

Seeking to obtain an Attendance Coordinator position with an organization where I can utilize my skills and be an asset to the employer.

Work Experience:

Attendance Coordinator, May 2004 – Present
Career Education, Rehoboth Beach, DE

- Partnered with Workforce Management in processing such requests for time off and responded appropriately with information and approvals, and confirmed PTO totals with HR and WFM.
- Communicated information required to evaluate requests for schedule changes to HR, Admissions Management and WFM.
- Analyzed attendance and vacation trends and recommended policy changes.
- Made recommendations and improvements to attendance management guidelines and practices based on analysis and trends seen.
- Embodied the University missions and vision, maintained the highest level of professionalism and confidentiality and acted as a role model for staff.

Attendance Coordinator, March 2002 – April 2004
Rabun Gap-nacoochee School, Rehoboth Beach, DE

- Conducted meetings for the purpose of coordinating activities and ensuring that outcomes achieve school, district and state objectives.
 - Oversaw the attendance process and assisted students in resolving unsatisfactory attendance problems for the purpose of ensuring effective student education and complied with all related regulations.
 - Researched and developed strategic programs and procedures for the purpose of achieving student attendance improvements and compliance with all relevant policies.
 - Served as district liaison to various people and agencies School Attendance Review Boards, community support agencies and parents for the purpose of representing the district to county/state child welfare and attendance agencies.
 - Initiated calls and home visits for ascertaining reasons for absences and informing students and parents of provisions of compulsory attendance laws.
 - Maintained student records and ensured program effectiveness is in compliance with mandated requirements.
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Summary of Qualifications:

- Hands-on experience working as a Attendance Coordinator
 - Proficient in computer skills, Windows XP, MS Office and PeopleSoft
 - Excellent verbal and written communications skills
 - Time management and attention to detail skills
 - Ability to develop an understanding of workforce management principals with coworkers
 - Immense ability to maintain confidentiality
 - Exceptional ability to multi-task and solve problem
 - Profound ability to provide clear and concise recommendations in a rapidly changing environment
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Education:

Associate Degree in Education, Chaminade University, Hawaii, HI

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