
Attendance Secretary Resume

Job Objective

Seeking work as an Attendance Secretary.

Highlights of Qualifications:

- Hands-on experience in executing office administrative and clerical tasks for Attendance department
 - Immense knowledge of office practices, equipments and procedures
 - Operational knowledge of using computers, department information system, and Microsoft Office software
 - Familiarity with scheduling and coordinating official meetings and events
 - Ability to interact with management, staff and public in a positive manner
 - Ability to interpret and author official documents in a prescribed format
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Professional Experience:

Attendance Secretary
Loudoun County Public Schools, Dallas, TX
August 2012 – Present

Responsibilities:

- Received phone calls and interacted with visitors in a pleasant and prompt manner.
 - Sorted, processed, and delivered all incoming and outgoing mails to appropriate recipients.
 - Entered and maintained all records related to attendance and discipline issues.
 - Utilized and maintained all paper-based and electronic filing systems, efficiently.
 - Operated standard office equipments and ensured their proper functioning.
 - Developed and maintained strong professional relationships with coworkers and administrators.
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Attendance Secretary
Denver Public Schools, Dallas, TX
May 2009 – July 2012

Responsibilities:

- Oversaw and coordinated all activities related to attendance for all events.
 - Handled and responded to all attendance-related queries, in an efficient manner.
 - Processed and dispatched all official mails and letters regarding attendance matters.
 - Authored and maintained accurate and timely attendance schedules, records, and reports.
 - Interpreted and followed all applicable government laws and organizational policies.
 - Monitored and maintained web content and filing systems for the organization.
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Education:

Bachelor's Degree in Education
Blinn College, Brenham, TX

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