
Child Study Team Secretary Resume

Job Objective

Seeking a position as Child Study Team Secretary in a reputed organization where I can utilize my knowledge and experience.

Highlights of Qualifications:

- Extensive experience of delivering secretarial support and clerical services to Child Study Team
- Sound knowledge of special education, IEP and Tracker Programs
- Commendable knowledge of standard office procedures and automated office equipments
- Familiarity with telephone etiquette and Microsoft Office programs
- Ability to liaise with all assigned team members, in a helpful manner
- Ability to communicate with all types of individuals, tactfully

Professional Experience:

Child Study Team Secretary
Lutheran Social Services, Palm Springs, CA
August 2012 – Present

Responsibilities:

- Handled and responded to phone calls and messages related to information requests, efficiently.
- Monitored and maintained all children-referrals to Child Study Team.
- Wrote, reviewed, and delivered official correspondence, notices, and reports.
- Prepared meeting agenda, scheduled meetings, and wrote meeting minutes.
- Oversaw and coordinated appropriate services for study participants and special education students.
- Updated and maintained CST files, student records and related confidential information.

Child Study Team Secretary
Phelps County Regional Medical Center, Rolla, MO
May 2009 – July 2012

Responsibilities:

- Answered phone calls from parents and provided them with needed information.
- Arranged CST meetings, and coordinated student-evaluations with CST.
- Prepared and distributed meeting notices and evaluation results to parents, on time.
- Entered and maintained accurate CST student lists and related records.
- Participated in continuing education workshops and followed government-approved guidelines and
- Updated IEP system and tracked its usage by assigned staff members.

Education:

Bachelor's Degree in Early Childhood Education
Northwood University, Midland, MI

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