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## Elementary Principal Secretary Resume

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### Job Objective

To secure Elementary Principal Secretary position to help contribute to the growth of the organization.

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### Highlights of Qualifications:

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- Hands-on experience in conducting secretarial and administrative work for the elementary school Principal
  - Immense knowledge of all School district requirements and Board policies
  - Operational knowledge of computers, office systems and standard software
  - Familiarity with office procedures and business communications
  - Ability to communicate with school staff, administrators and community, in a positive manner
  - Ability to handle and complete multiple tasks, concurrently and on time
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### Professional Experience:

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Elementary Principal Secretary  
Patterson Elementary School – Aurora, IL  
August 2012 – Present

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### Responsibilities:

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- Received and redirected incoming phone calls to authorized personnel.
- Liaised with the principal and assisted in scheduling of school events and activities.
- Coordinated school activities and events and audited activity fund account.
- Authored, maintained, and delivered event reports, student attendance files and educational performance records.
- Prepared and distributed letters and copies of student disciplinary referrals to parents and faculty.
- Decorated and maintained reception area with child-friendly educational items.

Elementary Principal Secretary  
Douglas Elementary School – Douglas, MA  
May 2009 – July 2012

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### Responsibilities:

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- Received, composed, and delivered official letters and memos, as required.
  - Scheduled and wrote minutes of appointments, lectures, and conferences for Principal.
  - Developed and maintained the school calendar of events and activities.
  - Set up, operated, and maintained bookkeeping and recordkeeping systems.
  - Created, processed, and documented purchase orders related to office supplies.
  - Interpreted and complied with government, district and school rules, policies, and procedures.
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### Education:

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Bachelor's Degree in Special Education  
Truett-McConnell College, Cleveland, GA

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