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## Elementary School Registrar Resume

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### Job Objective

To gain employment as Elementary School Registrar where I can use my skills in planning and coordination.

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### Highlights of Qualifications:

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- Admirable experience in managing registry process for elementary school
  - Sound knowledge of school administration process
  - Profound knowledge of modern office processes and equipments
  - Ability to multi task and prioritize work
  - Ability to coordinate with co workers and supervisor
  - Ability to prepare instructional material
  - Ability to maintain log of visitors and sign-in/out roster of visitors
  - Ability to answer office telephone and route all incoming calls
  - Ability to record student attendance
  - Ability to ensure accuracy in all registry processes
  - Ability to perform basic math in activities
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### Professional Experience:

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Elementary School Registrar  
Mobile County Public Schools, Charlotte, NC  
August 2007 – Present

- Managed and performed various office activities on regular basis.
- Maintained attendance records for all students in school.
- Assisted to answer phone calls and resolve all requests from parents.
- Administered all incoming mails and assisted in appropriate sorting.
- Developed attendance log for teachers on everyday basis.
- Maintained register for all visitors to elementary school and purpose of visit.
- Coordinated with teachers to prepare all instruction materials for students and parents
- Maintained record for all students demographic for all schools.

Elementary School Registrar  
Visalia Unified School District, Charlotte, NC  
May 2004 – July 2007

- Maintained knowledge of all school programs and provided information to parents.
  - Performed various office duties such as answering phone and faxes.
  - Provided support to resolve issues of staff members.
  - Coordinated with parents, students and teachers as initial point of contact.
  - Operated and maintained all office equipments such as computers and fax.
  - Maintained record of attendance on everyday basis.
  - Monitored all office material purchase requests made by staff.
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### Education:

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Associate Degree in Accounting  
Laramie County Community College, Cheyenne, WY

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