
Elementary School Registrar Resume

Job Objective

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

Highlights of Qualifications:

- 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
-

Professional Experience:

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.
-

Education:

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

[Build your Resume Now](#)